

CAMPUS SECURITY POLICY			
Effective Date	February 22, 2017	Policy Type	Administrative
Responsibility	Director, Facilities – Maintenance and Operations	Cross-Reference	1. Criminal Code of Canada 2. Facility Access Policy 3. Freedom of Information and Protection of Privacy Act 4. GPRC Residence Rental Agreement/Handbook 5. Occupational Health and Safety Policy 6. Respectful Workplace Policy 7. Security Services and Investigators Act 8. Student Misconduct: Academic and Non-academic Policy 9. Trespass to Premises Act
Approver	Executive Council		
Review Schedule	Every 5 years		
Appendices			

1. Policy Statement

- 1.1. Grande Prairie Regional College (“GPRC” or the “College”) is committed to providing and promoting a safe and secure environment for all members of the College community.

2. Background

- 2.1. The Campus Security Team will be used as required to deter crime or acts of violence; control imminent or actual hazards; render assistance to members of the College community; and, promote a peaceful campus environment.
- 2.2. The use of video surveillance systems provides an effective tool for the College to detect and address misconduct and unlawful behaviour and is permitted on College premises.

3. Policy Objective

- 3.1. The objective of this policy is to define GPRC’s commitment to providing and promoting a safe and secure environment for all members of the College community.

4. Scope

- 4.1. This policy applies to all members of the College community, particularly those charged with the safety and security of the College community and the protection of GPRC assets.

5. Definitions

- 5.1. “Campus Security Team” is a trained team responsible for the safety and security of the College community and for the protection of College assets. The Campus Security Team will be comprised of the GPRC Security Manager, GPRC Manager, Enterprise Risk and the contracted security provider. Members of Facilities – Maintenance and Operations, Residence, and the Information Technology Department may become members of the Team as needed.
- 5.2. “Members of the College community” include faculty, staff, students, visitors, contractors, and any other individual on College premises.
- 5.3. “Premises” means College campus, grounds, and buildings that are owned, leased, or operated by the College.

- 5.4. "Surveillance System" is any system implemented by the College for the purpose of gathering, monitoring, recording, or storing images of College premises or community.
- 5.5. "Weapon" means any thing used, designed to be used or intended for use: in causing death or injury to any person, or for the purpose of threatening or intimidating any person, and, without restricting the generality of the foregoing, includes a firearm and, for the purposes of the Criminal Code of Canada, anything used, designed to be used or intended for use in binding or tying up a person against their will.

6. Guiding Principles

- 6.1. GPRC will maintain a Campus Security Team that is responsible for implementing the necessary measures to enhance the safety and security of members of the College community and for protection of College assets.
- 6.2. The Campus Security Team will comply with provincial legislation that regulates security services and obtain all required licenses.
- 6.3. GPRC's Campus Security Team will take all reasonable measures:
- 6.4. To prevent or control unwanted acts on campus and exercise good judgment and discretion in the execution of their duties;
- 6.5. To protect College assets;
- 6.6. To act as "first responders" in emergency situations and render assistance to members of the College community as needed; and
- 6.7. To ensure GPRC premises are secure from intrusion.
- 6.8. Members of the College community shall consult with the Campus Security Team to arrange security services at College sponsored public and private events, and gatherings. Refer to GPRC's policies on Facility Booking for further details.

7. Electronic Surveillance System

- 7.1. The Campus Security Team will use an electronic surveillance system to assist in maintaining the safety and security of members of the College community and College premises.
- 7.2. Surveillance systems will be used in accordance with federal and provincial regulations, including the *Freedom of Information and Protection of Privacy Act*.
- 7.3. Surveillance systems will only be used to achieve the College's goals for safety and security and in a manner that is sensitive to interests of privacy.
- 7.4. The use of surveillance systems is intended to serve as a deterrent to misconduct and unlawful behaviour. If such behaviour should occur, the surveillance system will be used to provide assistance in any subsequent investigation.
- 7.5. All surveillance cameras will be monitored by the Campus Security Team only and video monitors will be housed in access controlled locations.
- 7.6. Recordings from motion activated cameras will be retained for two weeks. Recordings from continually active cameras will be retained for nine days. In the case of use in court proceedings, recordings will be kept for a minimum of one year following final disposition of the matter including any court reviews and appeals. All recordings will routinely be erased in a manner where it cannot be reconstructed or retrieved.
- 7.7. Covert surveillance systems may be authorized for specific incidents or investigations. Such authorization must come from the President of the College.

8. Notice of Trespass

8.1. Through the Trespass to Premises Act, notices of trespass at GPRC can be issued.

9. Possession of a Weapon

- 9.1. Weapons are not allowed on campus. The College will diligently take whatever steps are necessary up to and including prosecution pursuant to the Criminal Code of Canada should an individual be suspected of being in possession of a weapon.
- 9.2. Should a person require a firearm or an item that could be perceived as a weapon to be brought on campus (i.e. firearms safety course, replica sword for presentation, etc.), the person must make prior arrangements with Enterprise Risk Management.
- 9.3. Any violation of this policy will result in disciplinary actions and may be subject to expulsion from the College whether it is a student, employee, or general public.
- 9.4. The College reserves the right to deny a firearm or an item that could be perceived as a weapon from being brought on premises.
- 9.5. Exceptions to this policy will include all persons who are legally authorized to carry a restricted firearm within the course of their duties.

10. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	<ul style="list-style-type: none"> • Approve and formally support this policy
Director, Facilities – Maintenance and Operations	<ul style="list-style-type: none"> • Oversee the implementation of this policy
Campus Security Team	<ul style="list-style-type: none"> • Take reasonable measures to sustain a safe, secure, and threat-free working and learning environment • Provide security at the College, including public and private events and gatherings • Maintain and monitor electronic surveillance systems
Members of the College Community	<ul style="list-style-type: none"> • Take reasonable measures to ensure that their actions or inactions do not create or increase risk to the safety and security of themselves or others • Report any activity by any member of the community they reasonably perceive as posing a threat to safety or security • Integrate safety and security considerations into activities that may impact GPRC or the community

11. Exceptions to the Policy

11.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice-President Administration.

11.1.1. Policy exceptions must describe:

- 11.1.1.1. The nature of the exception
- 11.1.1.2. A reasonable explanation for why the policy exceptions are required
- 11.1.1.3. Any risk created by the exceptions to the policy
- 11.1.1.4. Evidence of approval by the Vice President, Administration.

12. Inquiries

12.1. Inquiries regarding this policy can be directed to the Director, Facilities – Maintenance and Operations.

13. Amendments (Revision History)

13.1. Amendments to this policy will be published from time to time and circulated to the College community.

13.2. Post-Implementation Approval: December 18, 2018