

FACILITY UTILIZATION POLICY			
Effective Date	November 22, 2022	Policy Type	Administrative
Responsibility	Director, Facilities – Maintenance and Operations	Related Policies	Criminal Code of Canada Facility Access Policy Freedom of Information and Protection of Privacy Act GPRC Residence Rental Agreement / Handbook Occupational Health and Safety Policy Respectful Workplace Policy Security Services and Investigators Act Student Misconduct: Academic and Non-academic Policy Trespass to Premises Act
Approval Authority	Executive Council	Review Schedule	Every 5 years

1. Policy Statement

- 1.1. Northwestern Polytechnic (“NWP” or the Institution) is committed to providing a safe and secure environment for all members of the Institution’s community.

2. Scope

- 2.1. This policy applies to all members of NWP campuses, departments, staff, students, and visitors, particularly those charged with the safety and security of the community and with protection of Institution’s assets.

3. Reason for Policy

- 3.1. 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 Institution's community; and, promote a peaceful campus environment.

- 3.2. The use of video surveillance systems provides an effective tool for the Institution to detect and address misconduct and unlawful behaviour and is permitted on NWP premises.
- 3.3. To define NWP's commitment to providing and promoting a safe and secure environment for all members of the Institution's community.

4. Definitions

- 4.1. "Campus Security Team" is a trained team responsible for the safety and security of the Institution's community, for the protection of the Institution's assets, and to deter misconduct. The Campus Security Team will be comprised of Enterprise Risk Management and the contracted security provider. Members of Facilities – Maintenance and Operations, Residence, the Information Technology Department, and members of other departments may become members of the Team as needed.
- 4.2. "Covert Surveillance" is secretive continuous or periodic observation of persons, vehicles, places, or objects to obtain information concerning the activities of individuals, which is then recorded in material form, including notes and photographs.
- 4.3. "Members of the Institution's community" include faculty, staff, students, visitors, contractors, and any other individual on NWP premises.
- 4.4. "Premises" means Institution campus, grounds, and buildings that are owned, leased, or operated by the Institution.
- 4.5. "Record" is defined in section 1(q) of the FOIP Act (Alberta) as a record of information in any form and includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded, or stored in any manner, but does not include software or any mechanism that produces records. In the context of this procedure, "record" includes digitally recorded or stored media such as images and/or audio.
- 4.6. "Surveillance System" is any system implemented by the Institution for the purpose of gathering, monitoring, recording, or storing images of NWP's premises or community.
- 4.7. "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.

5. The Policy

- 5.1. NWP will maintain a Campus Security Team that is responsible for implementing the necessary measures to enhance the safety and security of members of the Institution's community and for protection of NWP assets.

- 5.2. The Campus Security Team will comply with provincial legislation that regulates security services and obtain all required licenses.

- 5.3. NWP's Campus Security Team will take all reasonable measures:
 - 5.3.1. To prevent or control unwanted acts on campus and exercise good judgment and discretion in the execution of their duties;
 - 5.3.2. To protect Institution assets;
 - 5.3.3. To act as "first responders" in emergency situations and render assistance to members of the Institution's community as needed; and
 - 5.3.4. To ensure NWP premises are secure from intrusion.

- 5.4. The Campus Security Team will use an electronic surveillance system to assist in maintaining safety and security and to deter misconduct.

- 5.5. Surveillance systems will be used in accordance with federal and provincial regulations, including the *Freedom of Information and Protection of Privacy Act (FOIP)*.

- 5.6. Surveillance systems will be used to achieve the Institution's goals for safety and security and in a manner that is sensitive to interests of privacy.

- 5.7. 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.

- 5.8. All surveillance cameras will be monitored live by the Campus Security Team.

- 5.9. Recordings from cameras will be retained for up to 30 days depending on the surveillance system's infrastructure. Enterprise Risk Management and the contracted security provider will be the lead on reviewing recordings from cameras. 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.

- 5.10. Covert surveillance systems may be authorized for specific incidents or investigations. The use of covert cameras will be restricted to exceptional circumstances when a series of criminal acts have taken place within a particular area that is not otherwise fitted with surveillance cameras. Such authorization must come from the Vice President, Corporate Services. The request should only be made if all other physical methods of prevention have been exhausted prior to the use of covert cameras.

- 5.11. Through the Trespass to Premises Act, notices of trespass at NWP can be issued.

- 5.12. Weapons are not allowed on campus. The Institution 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.

- 5.13. Any violation of this policy may result in disciplinary actions.
- 5.14. The Institution reserves the right to deny a firearm or an item that could be perceived as a weapon from being brought on premises.
- 5.15. Exceptions to this policy will include all persons who are legally authorized to carry a restricted firearm within the course of their duties.
- 5.16. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	Approve and formally support this policy.
Director, Facilities – Maintenance and Operations	Oversee the implementation of this policy.
Campus Security Team	Take reasonable measures to sustain a safe, secure, and threat-free working and learning environment. Maintain and monitor electronic surveillance systems.
Members of the Institution's Community	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.

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

6. Revision History

- 6.1. Post-Implementation Approval: November 22, 2022.