

## **Brandon University University Security**

This document provides a set of guidelines concerning security, and breaches thereof, at Brandon University.

1. Physical Plant is the department responsible for University security. All instructions to Campus Security should be by and through the Department of Physical Plant.
2. The Director, Residence Halls Programs, working with Ancillary Enterprises, and in consultation with the Department of Physical Plant, is assigned responsibility for the regular security associated with the University residences; likewise, the Director, Ancillary Enterprises, for parking.
3. All members of the University community are expected to cooperate fully with the University in its attempts to provide a safe and secure environment. This may involve members using reasonable judgment and being proactive in some situations and reactive in others.
4. Campus Security should be notified of all breaches of security. It can be notified either directly by telephoning K-Dale Security at 728-8217 or through the Department of Physical Plant. Such notice may be provided by any member of the University community, and should be provided at the earliest opportunity considering the circumstances of the matter.
5. When circumstances warrant, and/or Campus Security or a responsible University official cannot be readily contacted, the Police should be notified directly.
6. As a general rule, members of the University community observing a breach of security should not become involved directly in the situation; that is the responsibility of Campus Security, the Police, and designated University officials. However, in exceptional circumstances, and in full consideration of the safety and security of all concerned, the member may become involved.
7. The first responsibility of Campus Security, the Police and designated University officials is to deal with the matter at hand, protecting the safety and security of all concerned and of University property. The second responsibility is to gather and provide a complete record of the matter. The record should be forwarded to the Director of Physical Plant at the earliest convenience considering the circumstances of the matter.
8. Depending upon the matter, the Director of Physical Plant should notify other appropriate University officials. For example:

<u>Matter Involving</u>	<u>University Official Notified</u>
student	Dean, Student Services Registrar/Director, Student Records
residence	Dean, Student Services Director, Residence Director, Ancillary Enterprises
staff member	Faculty/area head Director, Personnel Services

property

Faculty/area head  
Vice—President, Administration & Finance

These officials, in turn, may notify other relevant individuals.

9. It should be noted that breaches of security generally necessitate University officials and, for that matter, any member of the University community, using discretion, and respecting certain protocol and confidences.
10. In the first instance, the Director of Physical Plant shall determine the appropriate follow-up to a breach of security. He/She may choose to notify and consult with, or to refer it to the Vice-President, Administration & Finance, the President, and ultimately the Board of Governors. Possible follow-ups include:
  - a) cooperating with the Police;
  - b) pursuing independent legal recourse, such as filing a claim and/or serving a notice;
  - c) forwarding the matter to other applicable University processes such as those established for University staff and students.
11. At all times, actions and outcomes should reflect the risk to the safety and security of members of the University community and of University property.
12. Fire safety is considered a separate matter. However, in the instance of a fire (alarm), the Fire Department should be notified first. The Department of Physical Plant and/or Campus Security should be notified next. Finally, assistance should be provided to fire safety and University officials in evacuating the affected facility and immediate area.

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January 1990