



Campus security safe walk procedure

Parent Policy

300-3-2: Security Services Policy

Purpose

This procedure details the administrative processes for Campus Security to safely escort members of the college community in need, on campus and within its near vicinity.

Scope

The procedure applies directly to Campus Security. Employees (including contractors) and students are responsible for knowing, understanding, and complying with Bow Valley College procedures to the extent that procedures relate to their position, employment, or enrolment at the college.

Compliance

Members of the college community are expected to adhere to the policies, procedures, and standards established by the college. These policies are designed to foster a safe, respectful, and inclusive environment that supports learning, teaching, and professional integrity.

Non-compliance may create risk for the college and will be addressed accordingly through applicable college policies, procedures and contracts. This may result in disciplinary action, up to and including termination for employees and expulsion for students.

Procedures

1. Where operational requirements allow, Campus Security will provide an escort within two (2) city blocks of the North, South, or West campus. This also applies to escorts within or between the campuses.
2. Two Patrol Guards will conduct the Safe Walk when outside Campus Buildings.
3. An estimated time of arrival for Campus Security should be no longer than ten (10) minutes, barring an emergent situation. To facilitate this, the requestor should give as much advance notice as possible to Campus Security, when requiring an escort.
4. The attending guard must advise the requestor, prior to commencing the escort, of the guard's limitations when providing the escort.
5. Where a guard is requested to escort a person beyond the two (2) block boundary, he/she must advise the requestor of their limitations and where possible or practical, from the edge of the boundary, watch the person walk to their destination.
6. Escorting guards are not to assist staff by carrying anything that may prevent them from providing quick, unhampered assistance and protection to the person(s) being escorted.
7. If the escort encounters a security incident, the attending guard must generate an incident report.

Definitions**Campus Security:**

An external contracted security company awarded a limited term contract with Bow Valley College. Campus Security is assigned to make Bow Valley College a safe and secure environment to live, learn and work.

Guard:

A Security Officer or “Guard” is a person who is an independent contractor assigned to the college as a member of Campus Security to protect the property, assets, and/or people at Bow Valley College.

Data sheet

Accountable Officer

The Executive Team member responsible for Campus Services

Responsible Officer

The Executive Team member responsible for Campus Services

Relevant Dates

Approved	September 2015
Effective	October 2, 2015
Next Review	February 2029
Modification History	• Accountable and Responsible Officer updated 5-01-2023 • April 11, 2022 – Name change from Safe Escort to Safe Walk • Rebranded 2021 • February 2020

Related Policy

Security Services Policy #300-3-2

Associated Policies, Procedures, and Guidelines

Lost and Found Procedure #300-3-2-B

Patrol Routine Procedure #300-3-2-C

Campus Security Release of Information Procedure #300-3-2-D

Security Removal of Individuals from College Premises Procedure #300-3-2-E

Security Incident Reporting Procedure #300-3-2-F

Related Legislation

Emergency Management Act (Canada)

Emergency Management Act (Alberta)

Police Act (Alberta)

Security Services and Investigators Act (Alberta)

Trespass to Premises Act (Alberta)

Attachments

NA