



Building access control procedure

Parent Policy

300-3-1 Building Access Control Policy

Purpose

Bow Valley College requires building access control policies to protect the College community and its physical infrastructure from unauthorized trespass, intrusion and security risk.

Scope

This procedure applies to Campus Security and all employees, contractors, partners, visitors and students that visit, study or work at Bow Valley 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. The types of permanent access permissions for secure areas by position, and the signing authority to issue or amend Access Instrument and Work Authorization Forms, are identified in the following table:

Level	Who/Positions (as per Delegated Signing Authority Policy)	Access Permission to Secure Areas	Signing Authority of Access Instruments of Work Authorization Forms
1	Board of Governors	Access to exterior doors, Executive Offices and Boardroom.	None
2	President and CEO	Granted full access to all secure areas with exception of Pharmacy Technician Lab.	The President and CEO may approve any Access Instrument or Work Authorization Form at the College.
3	Vice Presidents, Associate Vice Presidents, Executive Director	Granted full access, with exception, to secure areas of relevance to their position, except those restricted by Information Technology Services and the Pharmacy Technician lab.	Levels 2 and 3 signing authorities may approve or amend Access Instrument Form within the permanent access permissions granted to them.
4A 4B	Deans and Directors, Associate Deans, Associate	Granted full access to all secure areas of Bow Valley College, except those restricted by Information Technology	Not applicable.



	Registrars, Financial Controller, Senior Managers, and Managers (Leadership Classification)	Services (ITS) and the Pharmacy Technician Lab. The restrictions placed by ITS are determined on a case by case basis. The Pharmacy Technician lab restrictions are for everyone.	
6	All other employees and independent contractors.	Granted full access, with exception, to secure areas through approval from an approved signing authority.	Not applicable.
7	Students	Granted full access to selected common areas only during regular business hours and select common areas after hours.	Not applicable.
8	Campus Alberta – University of Lethbridge.	Granted full access to selected common areas only during regular business hours and select common areas after hours.	Not applicable.
9	Campus Alberta – Athabasca.	Granted full access to selected common areas only during regular business hours and select common areas after hours.	Not applicable.
10	Executive Members of Students' Association of Bow Valley College.	Granted access to secure area(s) by Learner Success Services during regular business hours.	Not applicable.
11	Students, employees, independent contractors, members of the Alberta Library (TAL) and all Campus Alberta institutions' learners.	To access the Library and Learning Commons, individuals must present a valid Bow Valley College Student ID Temporary Contractor Access Card, Campus Alberta Institute ID, or valid Alberta library cards, with corroborating ID for the TAL.	Not applicable.



Bow Valley College Building Business Hours

The regular operational hours of the North, South and West campuses of the College as per the following table:

Campus	Monday - Friday	Saturday	Sundays (1)	Statutory Holidays	December Holiday Closure
North	6:30 am – 10:00 pm	7:30 am – 5:00 pm	8:00 am – 5:00 pm	Closed	Closed
South	6:30 am – 10:00 pm South Entrance C-Train Door closed at 8:00 pm on Fridays	7:30 am – 5:00 pm	Closed	Closed	Closed
West (2)	8:00 am – 5:00 pm	8:00 am – 5:00 pm	Closed	Closed	Closed Dec 24, 25, 26 and Jan 1 (2)
+15 Walkway	6:00 am – 6:00 pm	7:30 am – 5:30 pm	Closed	Closed	Closed
+30 Walkway	Open 24/7	Open 24/7	Open 24/7	Open 24/7	Open 24/7
(1)	Campuses can have access on Sundays under special circumstances. Contact Bow Valley College Security and Emergency Services Manager at 403.410.1424 to make arrangements. North Campus floors 1 and 2 are available for students to access the Library and Learning Commons and study areas and common seating spaces. Open Sundays are semester based and determined by the Director, Student Services. The Library is closed on Saturdays of a long weekend holiday.				
	Satellite Campuses: these campuses shall defer to the direction of the landlord and/or terms of their lease.				
	Campus Security Desk – North Campus: Open 24 hours/7 days a week. Contact number is 403-410-1713.				

Definitions

Access Control:

Is the selective restriction of access to a place or resource. These restrictions may incorporate business hours or holiday restrictions to Bow Valley College facilities, and scaled restrictions or places regulated through the usage of access instruments.

Access Instrument(s):

Represent the tools with which access is granted to a given area, including keys, Access Control cards proximity fobs.

Building Access Control Auditing:

Is a systematic evaluation of building security.

Security Manager:

Bow Valley College, Security and Emergency Services Manager.

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.

Security Site Supervisor:

The senior on-site Supervisor of contracted security company assigned to the College.

Shift Lead:

The senior guard of patrols and other routines.

Student Identification Card:

A Bow Valley College issued photo identification card or Digital Mobile ID OneCard.

College Community:

Those persons involved in conducting College business on College property (students, employees, independent contractors, volunteers, and all visitors while they are on College property or are using College property).

Common Areas:

Common areas of the College are open to all members of the College community during regular business hours (e.g. Atrium, lobby and gathering areas, etc.).

Employee:

Those who are employed by Bow Valley College. Bow Valley College pays employees directly and also files tax information and deductions with the Canadian Revenue Agency.

Holder:

All Bow Valley College employees, independent contractors, and students.

Independent Contractor:



Businesses, either sole proprietorships or multi-person companies, which provide goods and/or services to Bow Valley College through a business transaction, are independent contractors. Worker payments, transactions, taxes and benefits are the responsibility of the independent contractor.

Permanent Access Permission:

The indefinite authorization to access a given physical area, without the assistance of another person, facilitated through the issuance of access instruments(s).

Secure Area:

A location within Bow Valley College which has security entrances and doorways limiting and restricting the non-authorized trespass of individuals.

Security Entrances and Doorways:

An entrance or doorway at Bow Valley College which is secured and monitored by either an employee, independent contractor or electronic identification scanner.

Third Party Contractor:

Hired through an agency or third party to work on a temporary basis to a maximum of 14 weeks at Bow Valley College.

Data sheet

Accountable Officer

The Executive Team member responsible for Campus Services

Responsible officer

Director, Campus Services

Relevant dates

Approved	Executive Team: EXT20200211-1
Effective	October 2028
Next Review	February 2023
Modification History	- Accountable and Responsible Officer updated 5-01-2023 - Policy Committee reviewed and updated numbering format January 2022 - Rebranded 2021 - February 2020

Related policy

Security Services Policy #300-3-2

Building Access Control Policy #300-3-1

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

Campus Security Safe Escort Procedure #300-3-2-G

Related legislation

N/A

Attachments

N/A