

Security Incident reporting procedure

Parent Policy

300-3-2: Security Services Policy

Purpose

This procedure provides the administrative requirements of Campus Security for producing and distributing security incident reports.

Scope

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. All incidents attended by, or reported to, Campus Security shall be thoroughly documented.
2. Reports will be classified as Incident (IR).
 - 2.1. Activities are incidents that can be immediately corrected by the presence or intervention of a single guard.
 - 2.2. A minor incident includes removal of individuals, summary conviction offences, offences under Employee or Student Codes of Conduct, or minor property damage.
 - 2.3. A major offence includes indictable offences or significant property damage.
3. All activity or incident reporting shall be factual, without conjecture or hypothesis.
4. For incident reporting, Campus Security shall utilize their specific electronic incident reporting software. When technical issues preclude this, a manual Incident Report shall be used. Bow Valley College staff will complete an incident report.

Activities

5. Due to the routine nature of these events, the initial reporting will be limited to the records contained within Campus Security's daily shift brief and dispatch logs. Should the activity in any way escalate, it will be documented as an incident.

Minor Incidents

6. Each attending guard(s) will compile a report, a narrative attached to the incident, detailing their personal involvement.



- 6.1. Where applicable, a contracted Security-Bow Valley College victim/witness incident statement will be completed.
- 6.2. This report shall be forwarded electronically to the Security Site Supervisor and the Bow Valley College's Security and Emergency Services Manager.
- 6.3. This report shall be referenced in the daily security shift brief, with a brief summary.

Major Incidents

7. In addition to the requisites of Sections 5 and 6, the Security Site Supervisor shall conduct an organized debrief with all attending guards.
 - 7.1. The Security Site Supervisor shall gather all incident reports, victim/witness incident statements, access control logs, CCTV footage, and any other relevant documents and provide it to the Security and Emergency Services Manager in a completed, comprehensive, and professional report.
8. The Security and Emergency Services Manager shall review and request contracted security to edit incident reports as needed, possibly access control logs, CCTV footage, or other relevant records, if required, and finalize them into an executive summary.
 - 8.1. The Security and Emergency Services Manager shall conduct secondary interviews, with personnel involved, as necessary.
9. Whereas a guard's incident report will detail their involvement, the executive summary will draw from all source documents, to provide a comprehensive chain of events.
10. The executive summary, and supporting documents, shall be forwarded to the Executive Team member responsible for Campus Services.
11. Regardless of classification of incidents, all incident reports shall include, at a minimum, the following:
 - 11.1. Date and time of incident.
 - 11.2. Type of incident (fire, theft, inappropriate conduct, public intoxication, etc.).
 - 11.3. Name and call sign of all attending guards.
 - 11.4. Name and description of any offending individuals.
 - 11.5. Name and contact information of any relevant witnesses.
 - 11.6. Name and badge/engine number of any attending emergency services.
 - 11.7. A detailed timeline of events
 - 11.8. Any post incident actions taken by Campus Security.

Secondary Notification

12. Whereas the incident involves an employee or student in breach of Bow Valley College's Code of Conduct, the Vice President responsible for People, Equity, Diversity & Inclusion or the Director responsible for Student Services, respectively, shall receive a copy of the incident report.
13. Where the incident includes a near miss or actual injury to a Bow Valley College employee, student, or independent contractor, the Occupational Health and Safety Specialist shall receive a copy of the incident report by email.
14. Where the incident involves an employee or student of a partner institution, that institution's representative to Bow Valley College shall receive a copy of the incident report.
15. Where the incident involves an independent contractor or a third-party contractor the Dean or Director overseeing the employment arrangement or contract employee shall receive a copy of the incident report.

Definitions

Campus Security:

An external 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 in.

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 people, property, and/or assets, at Bow Valley College.

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.

Minor Property Damage:

Damage to Bow Valley College, with an estimated repair cost of less than \$1000.00.

Major Property Damage:

Damage to Bow Valley College, with an estimated repair cost in excess of \$1000.00.

Security Manager:

Bow Valley College, Security and Emergency Services Manager

Third Party Contractor:

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

Data Sheet

Responsible Officer

Executive Team Member responsible for Security Services

Relevant Dates

Approved	Executive Team: EXT20200211-1
Effective	February 11, 2020
Next Review	February 2029
Modification History	- February 2020 - Rebranded 2021 - Policy Committee reviewed and updated numbering format January 2022 - Housekeeping changes May 2024 - The Freedom of Information and Protection of Privacy Act was replaced with the Access to Information Act, Alberta and the Protection of Privacy Act, Alberta - December 2025

Related Policy

Security Services #300-3-2

Related Procedure

Patrol Routine Procedure #300-3-2-C

Related Legislation

Access to Information Act (Alberta)
Criminal Code of Canada
Personal Information Protection and Electronic Documents Act (Canada)
Protection of Privacy Act, Alberta
Public Interest Disclosure Act

Attachments

N/A