

## POLICY ON CAMPUS PUBLIC SAFETY AND SECURITY

---

**Effective Date:** March 16, 2023

**Approval Authority:** Vice-President,  
Services and Sustainability

**Supersedes /Amends:** VPS-20 - September 23, 2002  
VPS-23 - February 8, 1999

**Policy Number:** VPS-20

---

### PREAMBLE

Campus Safety and Prevention Services (“CSPS”) is dedicated to serving a diverse community and to providing a safe working and learning environment on both campuses.

### SCOPE

This Policy applies to all Employees, Students (as such terms are defined below) and visitors of Concordia University (the “University”).

### PURPOSE

The purpose of this Policy is to outline how safety and security measures are implemented on University Premises (as defined below),

### DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

“After Hours” means the time from 23:00 to 07:00 Monday to Friday and from 21:00 to 07:00 on Saturday, Sunday, and Statutory Holidays as such term is defined in the *Policy on Hours of Operation, Access Outside the Hours of Operation and Working Alone or in Isolation* ([VPS-4](#)).

“Designated Space Administrator(s)” or “DSA” mean individuals who are authorized to reserve certain spaces on University Premises. They are responsible for ensuring compliance with the DSA Reservation Process (as defined below), the *Policy on the Temporary Use of University Space* ([VPS-24](#)) and all University policies, procedures and guidelines regarding the reservation of temporary use of University space.

“DSA Reservation Process” means a written and public process for space reservation which is applied by DSAs with consistency for all bookings of their spaces and is in line with this Policy and the [Booking Terms and Conditions](#).

## POLICY ON CAMPUS PUBLIC SAFETY AND SECURITY

---

Page 2 of 7

“Emergency” means an urgent, sudden and serious event that has or could result in an injury, medical emergency and/or damage to property that necessitates immediate action to remedy harm or avert imminent danger to life, health or property.

“Employee(s)” means means a full-time, part-time or temporary employee of the University, including staff, faculty, postdoctoral fellows, researchers, members of the administration, stagiaires and interns; any individual engaged by the University on a consulting basis or in virtue of any other contractual agreement; and appointees (including volunteers) of the University.

“Incident” means any event that could or has occurred that resulted in an injury, medical Emergency, loss, theft or damage of property, acts of violence, disruptions, or that contravenes University policy, municipal, provincial or federal laws.

“Student(s)” means any person registered in a course or program on a full or part-time basis, for credit or not, and includes undergraduate and graduate students, independent students as well as visiting students, exchange students and interns.

“University Premises” means any indoor or outdoor space that is owned or leased by the University where University sanctioned activities occur.

### POLICY

#### Incidents and emergencies

1. Emergencies that occur on University Premises must be immediately reported to CSPA (open 24/7) by calling 514-848-3717 or extension 3717. CSPA will respond to and coordinate the Emergency response with municipal emergency services and/or internal departments. When necessary, CSPA will transfer the caller reporting an Emergency to municipal emergency services (911), remaining on the line to assist and coordinate.
2. Employees and Students must report Incidents that occur on campus or that occur off campus during University sanctioned activities to CSPA. CSPA will gather the necessary information which could include a statement from victims, witnesses, complainants and suspects, and document the Incident in a report. Depending on the nature of the Incident

## POLICY ON CAMPUS PUBLIC SAFETY AND SECURITY

---

Page 3 of 7

or Emergency, the report, in part or in whole, could be further investigated and/or shared with appropriate internal departments or external agencies.

3. Employees and Students should immediately contact CSPA (open 24/7) by calling 514-848-3717 or extension 3717 for anyone experiencing emotional or psychological distress and/or thoughts of self-harm. CSPA will respond, assess and provide information for internal or external support services and coordinate with municipal emergency services, when necessary.
4. The suspected theft, fraud or damage of University property or assets must be immediately reported to CSPA. Employees, Students and visitors who possess information deemed vital to an investigation are expected to collaborate with the investigation and, upon request, will complete a written statement outlining the circumstances prior to, during and after the alleged Incident.
5. Incident reports and investigations will be managed in a complainant/victim centric manner and the complainant/victim will be consulted and kept abreast of developments. CSPA will document the Incident, gather evidence and statements, conduct investigations and when necessary, file a police report and coordinate with municipal police services.
6. When a suspected theft, fraud or damage of personal property occurs on University Premises, CSPA should be advised and will document the Incident, investigate and advise/assist the complainant/victim to file a police report. The property owner or victim has the responsibility of filing a report with the police. CSPA will coordinate and/or assist with the police investigation. The evidence gathered by CSPA during the investigations, such as security camera images will only be shared with the investigating police service. The complainant/victim will be provided a copy of their statement and the Incident report reference number.

### Safety and security of events on campus

7. In partnership with the DSAs and event organizers, CSPA will, when required, conduct risk assessments for planned events on University Premises to ensure the safety and

## POLICY ON CAMPUS PUBLIC SAFETY AND SECURITY

---

Page 4 of 7

security of people, the event, ongoing University operations as well as ensure compliance with University policies, federal, provincial and municipal laws and by-laws.

8. Based on a risk assessment, CSPA can impose additional measures deemed necessary to ensure safety and security of people, the event, and ongoing University operations. These measures may include, but are not limited to, additional logistical support such as additional staff and/or volunteers, additional equipment, crowd control measures, additional/dedicated security personnel, and/or a change of date, time or venue for the event. Any additional and/or imposed measures will be at the expense of the event organizer.
9. CSPA is authorized, in the event of a clear and present danger, to cancel or suspend an event prior to it beginning or terminate an event in progress. The University cannot be held responsible for the cancellation, suspension or termination of an event due to a perceived safety or security threat or *force majeure*.

### Access to University Premises

10. The use of University Premises must be authorized by the department or unit responsible for the said space, through the designated DSA. CSPA may refuse access or require individuals or groups to cease their activity and/or leave an area if authorization has not been provided and/or the activity causes a disturbance, and/or is in violation of University policies, and/or contravenes municipal, provincial or federal law.
11. Employees and Students should carry identification cards on their person. CSPA has the right to request the presentation of identification cards from anyone on University Premises and may deny access to or require that any person unable to produce an identity card leave University Premises.
12. Everyone is required to seek prior authorization to be on University Premises After Hours, and CSPA may inquire about and validate such authorization.
13. Employees, graduate Students and authorized undergraduate Students are required to provide a valid Concordia ID and sign in with CSPA when present on University Premises during After Hours. Anyone present on University Premises After Hours will be registered in an after-hour registry

## POLICY ON CAMPUS PUBLIC SAFETY AND SECURITY

---

Page 5 of 7

### Securing University Premises and property

14. The removal of University property from University Premises must be authorized by a Department Administrator, Chair or Dean or their designate. A written authorization must be submitted to CSPA 48 hours prior to the planned removal of the property, so CSPA can validate the authorization. The person removing the property must present themselves to a CSPA to record the property being removed from University Premises.
15. CSPA can stop and ask any individual, including Employees and Students, leaving University Premises with property to identify themselves and the property to establish its ownership. Failure to present authorization or to establish ownership could result in the property being held by CSPA until appropriate authorization and/or ownership proof is provided.
16. CSPA is responsible for the management of lost and found property on University Premises. Departments, units and individuals should promptly bring suspected lost and found articles to the nearest CSPA desk. CSPA will record the property and make every effort to return it to its rightful owner. Lost and found articles will be cataloged and held for a duration of 60 days following which, the unclaimed articles will be transferred to a charitable organization.
17. Anyone assigned space or facilities on University Premises shall be responsible for managing the opening and closing of the space and ensuring that such areas are properly secured when not occupied or not in use. Exceptionally, CSPA will provide access to space occupants due to forgotten keys or access cards. CSPA will exceptionally provide access to someone other than the space occupant with written authorization submitted to CSPA, by the space occupant, 48 hours prior to the required access.
18. CSPA is responsible for the locking and unlocking peripheral doors. Only CSPA and authorized maintenance personnel will possess keys to peripheral doors of University Premises.
19. The installation of systems on University Premises such as surveillance cameras, alarms, and access control systems, must be approved by and coordinated with CSPA. The costs of installation, maintenance or replacement of such systems and their components are the responsibility of the department that occupies the space. Failure to adequately

## POLICY ON CAMPUS PUBLIC SAFETY AND SECURITY

---

Page 6 of 7

maintain alarm equipment with resulting repeated false alarms, can result in the suspension of monitoring privileges by CSPS.

20. CSPS will monitor and respond to alarms and will advise the occupants of Incidents and/or alarm system malfunctions. The responsibility lies with the occupants to ensure that the alarm is turned on and turned off when the space is unoccupied.
21. Repeated and unjustified false alarms caused by space occupants can result in the suspension of alarm monitoring privileges by CSPS.
22. Request to obtain building floor plans and related infrastructure information for academic or research purposes by Employees or Students are subject to review and approval by CSPS.

### Policy violations

23. CSPS may stop, question and/or identify anyone violating University policies or engaging in illegal activity on University Premises. When necessary, CSPS may call police for assistance on University Premises.
24. In case of violations under this Policy, CSPS can take certain actions, including, some or all of the following:
  - a. issue verbal warnings;
  - b. document Policy infractions in a report;
  - c. notify the violator's supervisor;
  - d. file a complaint under the *Code of Rights and Responsibilities* ([BD-3](#)); or
  - e. file a complaint with Human Resources.

External visitors who refuse to comply with University policies can be asked to leave the University Premises and/or may be subject to being banned from campus.

25. With the exception of police officers and armored car security, the possession of weapons on University Premises is prohibited. For the purpose of this Policy, weapons include but are not limited to firearms, air powered weapons such as pellet or airsoft guns, prop weapons, toy weapons, blunt force weapons such as batons and edged or

## POLICY ON CAMPUS PUBLIC SAFETY AND SECURITY

---

Page 7 of 7

spike weapons including knives. The transportation, use and storage of prop weapons on campus, for academic purposes, must be coordinated with CSPA and follow the [Prop Weapon Guidelines](#).

26. The wearing of a mask or clothing with the intent to conceal one's identity is not permitted. CSPA can, in such cases, ask that a face covering be temporarily removed for identification purposes.

### Policy Responsibility and Review

27. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Vice-President, Services and Sustainability.