



POLICIES and PROCEDURES

Responsible Unit	Safety & Security
Policy Number	S-1
Date Last Updated	28 July 2010
Approving Sector Head	President & Vice-Chancellor
Policy	SAFETY & SECURITY

1. Staff

The Acadia University Department of Safety & Security, under the Director of Safety & Security, consists of an Operations Manager, four Shift Supervisors, a Locksmith, and an Administrative Assistant. These full-time members are augmented by the contracted Canadian Corps of Commissionaires and many students employed as Campus Patrol, and Student Event Security.

2. Summary of Services Offered

- 24 hour Security Staffing
- Traffic/Crowd control
- lost & found
- Parking enforcement/control
- Classroom and event space security
- Security Consulting
- Investigation
- Shuttle bus operation
- Special function / VIP coverage
- Identification cards – issue and control
- Key and card access control
- Locksmith
- Emergency Response
- Community relations / crime prevention / crime stoppers / assistance & advice
- walk home services
- Emergency Planning
- Emergency Notification

In addition, they provide other security, safety or protection related services as from time to time may be required or assigned by the Senior Administration of the University or the Board of Governors.

3. Location

The Department of Safety & Security is staffed and accessible 24 hours per day. Offices are located on the mezzanine level of the Students' Union Building (Room 519) with a 24 hour exterior entrance door (south-east). The Department of Safety & Security can be contacted by:

- Telephone: 585-1103 or 542-7711.
- E-mail: security@acadiu.ca
- Home page: <http://security.acadiu.ca>