

Section:	Administration (AD)
Subject:	Security
Legislation:	<i>Trespass to Premises Act (RSA 2000 cT-7)</i>
Effective:	September 27, 2011
Revision:	September 1, 2016 (reformatted)

APPROVED: \_\_\_\_\_  
President and CEO

## POLICY

The policy of the Board of Governors is to provide a safe and secure learning and living environment for members of the SAIT community. Individuals who have been issued a Trespass to Premises Notice under provincial legislation will be restricted from SAIT property.

## PROCEDURE

### DEFINITIONS

**Contractor** An individual or company contracted by SAIT to perform services or work for SAIT. For the purposes of this procedure, there are two types of contractors:

**Independent Contractor:** An individual contracted by SAIT under the individual's own company name and paid through Finance.

**Service Contractor:** A member of a company that SAIT has contracted, and who is generally paid by that company.

**SAIT community** SAIT's governors, employees, students, contractors, consultants, agents, volunteers and visitors.

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**Security site manager**

The individual responsible for supervising the day-to-day activities of Security department staff.

**Trespassed person**

An individual banned from SAIT property after SAIT has issued that individual a Trespass to Premises Notice.

**GOVERNING PRINCIPLES**

1. SAIT has the right to issue a Trespass to Premises Notice to any person when necessary.
2. A trespassed person requires a security escort when returning to SAIT property.

**PROCEDURE**

**A. Issuing a Trespass to Premises Notice**

1. Security may issue a Trespass to Premises Notice to an individual in the case of:
  - a) Behaviors or activities that are menacing, disruptive or punishable by federal or provincial legislation.
  - b) Employee disciplinary matters resulting in suspension or termination.
  - c) Violations of procedure AC.3.4.1 Student Code of Conduct that result in suspensions or expulsions.
2. If a Trespass to Premises Notice is to be issued to an individual, the Security site manager will immediately notify the manager of Security and Emergency Services or designate. If a Trespass to Premises Notice is to be issued to a:
  - a) SAIT employee:
    - i) The manager of Security and Emergency Services or designate will notify the director of the Employee Services department or designate that a Trespass to Premises Notice has been issued to the employee.
    - ii) The director of Employee Services or designate will notify the appropriate vice president and dean, director or designate.

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- b) SAIT student:
    - i) The manager of Security and Emergency Services or designate will notify the registrar or designate that a Trespass to Premises Notice has been issued to the student.
    - ii) The registrar or designate will notify the appropriate vice president and dean, director or designate.
  - c) SAIT contractor:
    - i) The manager of Security and Emergency Services or designate will notify the director of the Finance department or designate and the dean, director or designate of the hiring school/department in matters dealing with independent contractors, and the director of the Facilities Management department or designate in matters dealing with service contractors, that a Trespass to Premises Notice has been issued.
3. The term of the Trespass to Premises Notice may range from 24 hours up to a lifetime ban from SAIT property.
  4. The manager of Security and Emergency Services has the authority to recommend, in writing, to the vice president, finance and corporate services or designate and to the registrar or designate that a previously issued Trespass to Premises Notice be revoked.
  5. If an individual refuses to comply with the Trespass to Premises Notice, SAIT will contact the Calgary Police Service for assistance.

## **B. Permission to Return to SAIT Property**

1. If a trespassed person must return to a SAIT campus, the trespassed person must justify a reason and obtain permission from the manager of Security and Emergency Services or designate in consultation with the vice president, finance and corporate services or designate and registrar or designate.
2. If the manager of Security and Emergency Services or designate gives permission to return:

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- a) The trespassed person must provide the date and times of the requested return, the anticipated duration of the return and the areas the trespassed person will visit.
  - b) The manager of Security and Emergency Services or designate will contact Security to coordinate the escort for the trespassed person.
4. All trespassed persons authorized to return to a SAIT campus will meet Security at the predetermined location outside SAIT property, and will be escorted by Security throughout the duration of their visit on SAIT property.

## **POLICY/PROCEDURE REFERENCE**

AD.4.2 Trespassing policy

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**PROCEDURE**