

---

## Protection of Equipment and Property

|                        |  |
|------------------------|--|
| Policy No.:            | 7170   |
| Category:              | Safety, Security and<br>Emergency Management |
| Approving Body:        | Board of Governors                           |
| Executive Sponsor:     | VP Human Resources and<br>People Development |
| Policy Sponsor:        | Director                                     |
| Current Approved Date: | 2018 Oct 02                                  |

---

### Policy Statement

BCIT takes appropriate measures to protect Institute assets, through programs established and maintained by the Safety, Security and Emergency Management Department.

All employees have a responsibility to protect BCIT assets, to report losses, and to encourage students to respect BCIT equipment and property.

### Purpose of Policy

The purpose of this policy is to set forth the duties and responsibilities of departments, employees, and students concerning the protection of BCIT assets.

### Who This Policy Applies To

This policy applies to all BCIT employees and students.

### Related Documents and Legislation

#### BCIT Policies and Procedures

Policy 2004, Capital Asset  
Policy 3501, Acceptable Use of Information Technology  
Policy 7100, Safety and Security  
Policy 5102, Student Code of Conduct (Non-Academic)  
Policy 7518, Insurance  
Policy 6700, Freedom of Information and Protection of Privacy  
Procedure 7100-PR7

#### Legislation

Criminal Code of Canada

### Duties and Responsibilities

#### BCIT Safety, Security and Emergency Management Department

The BCIT Safety, Security and Emergency Management department performs security risk assessments, and acts in an advisory and consulting capacity to determine protection systems that are available. This applies to existing installations, new installations, renovations, and temporary installations. SSEM is responsible for monitoring alarms, monitoring closed circuit television, responding to alarms, maintenance, and upkeep of protection systems and presenting preventative programs. In addition, the department investigates reports of theft or damages to

## Duties and Responsibilities

BCIT equipment and property, and reports findings to BCIT Supply Management as per Policy 7518, Insurance.

In addition, BCIT Safety, Security and Emergency Management is responsible for:

- Developing and managing a Security Matrix—a schematic depiction of security design and processes developed to protect smart learning spaces and Institute assets.
- Developing and implementing the BCIT Security Plan, which includes the protection of assets, personal property and equipment, including equipment containing confidential or personal information within the care, custody or control of BCIT.

## Departments and Schools

Departments and schools have the following responsibilities:

### *Working with the Safety, Security and Emergency Management Department*

- Consulting the Safety, Security and Emergency Management Department for appropriate safety and security recommendations, for initial installations or significant additions of equipment.
- Working with SSEM to ensure that installations and operations are consistent with the Security Matrix, which sets out the levels of security required for information, equipment, and systems, according to their type, value, importance, or sensitivity.
- Reviewing security measures in consultation with the Safety, Security and Emergency Management Department whenever a loss or security breach occurs or could occur, and correcting the weakness to reduce the likelihood of future occurrences.

### *Protecting property*

- Protecting computers and components, institute information, computing, communications, and networking resources connected to Institute facilities, high tech equipment, and other Institute assets assigned to their care and custody, consistently with the obligations set out in this policy and as applicable, with Policy 3501, Acceptable Use of Information Technology, and the *Freedom of Information and Protection of Privacy Act*. Where equipment is placed in a common area, and not under a specific department, the Institute will determine which department or school is responsible.
- Protecting and maintaining equipment in a manner that is consistent with the value of the equipment and/or intellectual value, and that is cognizant of the degree of disruption that its loss or damage would bring to the department's or the Institute's operations.
- When receiving loaned equipment from donors, querying the donor as to insurance coverage, and if not available, arranging with the Director of Corporate Services for insurance coverage. Cost will be a department or school responsibility.

### *Monitoring and reporting*

- Having check procedures in place, to see that enterprise security systems are utilized to protect assets and that these systems are working. When repairs to the protection system are required, arrangements are to be made through the BCIT Safety, Security and Emergency Management Department.
- Having an adequate system to record property being removed and returned, with the exception of portable electronic equipment that has been assigned to an employee. Corporate Services must be advised when BCIT property is being taken out of Canada or

## Duties and Responsibilities

the continental USA.

- Perform annual asset inventory count in accordance with Policy 2004, Capital Asset, and report any lost or stolen items directly to Safety, Security and Emergency Management.
- Reporting any loss of equipment or property to the Safety, Security and Emergency Management Department, at 604-451-6856. SSEM will complete an incident report, carry out an investigative assessment, and report the loss to Corporate Services and the police as required.

### Employees

Employees have the following responsibilities:

- Employees must not abuse BCIT property (grounds, buildings, facilities, equipment).
- Employees are not to remove BCIT property without prior departmental or schools' approval in writing, with the exception of portable electronic equipment that has been assigned to an employee. (Departments and schools will have a system to record property being removed and returned.) Employees are expected to protect this property while it is in their personal care and custody.
- Employees with personal property on campus or BCIT-owned property in their homes should check their home insurance policy to determine coverage. Questions in this regard may be referred to the Director of Corporate Services.
- Employees must immediately report any loss of equipment or property to SSEM at 604-451-6856. SSEM will complete an incident report, carry out an investigative assessment, and report the loss to Corporate Services and the police as required.
- In accordance with the BCIT Privacy Policy, employees with possession of equipment containing personal information will take all reasonable steps to ensure the security of such equipment, including by protecting it against unauthorized access, loss or theft.

### Students

Students must not abuse BCIT property (grounds, buildings, facilities, and equipment), and must report any damage or theft of BCIT equipment or property in their care to their instructor immediately.

## Procedures Associated With This Policy

None

## Forms Associated With This Policy

None.

## Amendment History

- |               |             |
|---------------|-------------|
| 1. Created    | 2012 Mar 30 |
| 2. Revision 1 | 2018 Oct 02 |

---

In 2012, the policy number 7525 was retired, and this policy 7170 took its place. The revision history of the retired policy is as follows.

---

|               |             |                             |
|---------------|-------------|-----------------------------|
| 1. Created    | 1996 Nov 07 | Original policy number 7525 |
| 2. Revision 1 | 2002 May 09 |                             |
| 3. Revision 2 | 2003 Jun 16 |                             |
| 4. Revision 3 | 2005 May 20 |                             |
| 5. Revision 4 | 2009 Jul 06 |                             |
| 6. Revision 5 | 2010 Aug 06 |                             |
| 7. Retired    | 2012 Mar 30 | Policy renumbered as 7170   |

**Scheduled Review Date**

2022 Oct 02