
Protection of Equipment and Property

Policy No:	7170
Version:	3
Category:	Safety, Security, and Emergency Management
Approval Body:	Board of Governors
Executive Sponsor:	Vice President Human Resources and People Development
Department Responsible:	Safety, Security and Emergency Management
Directory of Records Class:	0650-10
Approval Date:	2023 May 30

Policy Statement

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

All employees are responsible for protecting BCIT equipment, property, and assets, reporting losses of them, and encouraging students and other members of the BCIT community to respect BCIT equipment, property, and assets.

Purpose of Policy

The purpose of this policy is to establish the duties and responsibilities of departments, schools, employees, students, and other members of the BCIT community in protecting BCIT equipment, property, and assets.

Who This Policy Applies To

This policy applies to employees, students, and other members of the BCIT community including volunteers and contractors.

Scope

This policy applies to all BCIT equipment, property, and assets, and all third-party equipment, property, and assets in BCIT's care, custody, or control. This includes tangible physical and environmental assets, and intangible information assets.

Related Documents and Legislation

Federal Legislation

Criminal Code, RSC 1985, c C-46

Provincial Legislation

Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165

BCIT Policies and Procedures

Policy 1500, Code of Conduct

Policy 2004, Capital Asset

Policy 3501, Acceptable Use of Information Technology

Policy 3502, Information Security
Policy 5102, Student Code of Conduct (Non-Academic)
Policy 6700, Freedom of Information and Protection of Privacy
Policy 7100, Safety and Security
Procedure 7100-PR7, Locking Mechanisms - Card Access and Keys
Policy 7518, Insurance

Duties and Responsibilities

Department of Safety, Security, and Emergency Management

The Department of Safety, Security, and Emergency Management is responsible for:

- Performing security risk assessments.
- Advising and consulting to determine protection systems that are available for existing installations, new installations, renovations, and temporary installations of equipment, property, and assets.
- Monitoring alarm systems and closed-circuit television.
- Responding to alarms.
- Maintaining protection systems.
- Presenting prevention programs to stakeholders, managers, and the Senior Team.
- Investigating reports of theft or damage to BCIT equipment, property, and assets.
- Reporting investigation findings to Corporate Services in accordance with Policy 7518, Insurance.
- Developing and managing the Security Matrix.
- Developing and implementing the BCIT Security Plan.
- Upon receiving a report of a loss of equipment, property, or assets, completing an incident report, carrying out an investigative assessment, and reporting the loss to Corporate Services and the police as required.

Departments and Schools

Departments and schools are responsible for:

Working with the Safety, Security, and Emergency Management Department

- Consulting with SSEM for appropriate safety and security recommendations for initial installations or significant additions of equipment, property, and assets.
- Working with SSEM to ensure that installation and operation of protection systems are consistent with the Security Matrix.

- Reviewing security measures in consultation with SSEM whenever a loss of equipment, property, or assets, or a security breach, occurs, or could occur, and correcting the vulnerability 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 equipment, property, and assets assigned to their care, custody, or control, consistent with this policy and, as applicable, with Policy 3501, Acceptable Use of Information Technology, Policy 3502, Information Security, and Policy 6700, Freedom of Information and Protection of Privacy. Where equipment, property, and assets are situated in a common area and not under a specific department, the Senior Director SSEM will determine which department or school is responsible for them.
- Protecting and maintaining equipment, property, and assets in a manner that is consistent with their value and/or intellectual value, and that considers the degree of disruption that their loss or damage would bring to operations.
- Working with Corporate Services to ensure that equipment, property, and assets loaned by third parties are adequately insured. 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 equipment, property, and assets, and that these systems are working.
- When repairs to enterprise security systems are required, making arrangements for repairs through SSEM.
- Maintaining a record of equipment, property, and assets being removed and returned.
- Informing Corporate Services when BCIT equipment, property, and assets are being taken out of Canada or the continental USA.
- Performing annual equipment, property, and assets inventory count in accordance with Policy 2004, Capital Asset, and reporting any missing items directly to SSEM.
- Reporting any loss of equipment, property, or assets to SSEM at 604-451-6856 or email: security@bcit.ca.
- 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 are prohibited from:

- Abusing BCIT equipment, property, and assets (grounds, buildings, facilities).

- Removing BCIT equipment, property, or assets without prior written approval from the department or school responsible for it. (Departments and schools will have a system to record equipment, property, and assets being removed and returned.)

Employees are responsible for:

- Protecting BCIT equipment, property, and assets in their personal care, custody, or control.
- Checking their home insurance policy to determine coverage of personal property on campus or BCIT-owned equipment, property, and assets in their homes. Questions in this regard may be referred to the Director of Corporate Services.
- Immediately reporting any loss of equipment, property, or assets to SSEM at 604-451-6856 or email: security@bcit.ca.

Employees in possession of equipment, property, or assets containing personal information will take all reasonable steps to ensure security of the equipment, property, or assets that are appropriate to the information security classification of the information, in accordance with Policy 6700, Freedom of Information and Protection of Privacy, including by protecting against unauthorized access, loss, or theft.

Students

Students are prohibited from abusing BCIT equipment, property, and assets (grounds, buildings, facilities).

Students must immediately report any damage or loss of BCIT equipment, property, or assets in their care, custody, or control to their instructor.

Other Members of the BCIT Community

All other members of the BCIT community are prohibited from abusing BCIT equipment, property, and assets (grounds, buildings, facilities), and must immediately report any damage or loss of BCIT equipment, property, or assets in their care, custody, or control to SSEM at 604-451-6856 or email: security@bcit.ca.

Procedures Associated with This Policy

None

Forms Associated with This Policy

None

Amendment History

		<u>Approval Date</u>	<u>Status</u>
Created:	Policy 7170 version 1	2012 Mar 30	Replaced
Revised:	Policy 7170 version 2	2018 Oct 02	Replaced

Revised: Policy 7170 version 3 2023 May 30 In Force

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:

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

Scheduled Review Date

2028 May 30 (sooner if there are changes to the applicable regulatory framework or relevant operational circumstances).