UNIVERSITY OF THE FREE STATE
SECURITY POLICY: PROTECTION SERVICES
Draft 4 (12/10/2009)

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Related policies and documents: • Risk Management Policy and Register • UFS Policy on Occupational Health and Safety • UFS Policy with regard to the Provision of Emergency Medical Services on the Bloemfontein campuses • Ramathe Fivaz report on security assessment and recommendations to improve the levels of security at the UFS	

Proposed timeline for the Policy acceptance process

1. **30 September 2009:** Completion of draft 1
2. **30 September 2009:** Discussion of draft 1 with Vice-Rector: Student Affairs
3. **2 October 2009**: Forwarding of draft 2 to identified stakeholders for comments
4. **8 October 2009:** Workshopping of draft 2 with identified stakeholders
5. **12 October 2009:** Discussion of draft 3 with Vice-Rector: Student Affairs
6. **13 October 2009:** Draft 4 to Exco for approval and referral to EM
7. **26 October 2009**: Draft 5 to EM for approval and referral to Council
8. **20 November 2009:** Final draft to Council for approval

1.	Title

Security Policy of the University of the Free State

2.	Preamble

2.1   The Security Policy of the University of the Free State (UFS), hereinafter referred to as "the Policy", is subjacent to the vision and mission of the UFS to be an excellent, equitable and innovative university through the pursuit of scholarship as embodied in the creation, integration, application and transmission of knowledge by means of the promotion of an academic culture expressed through quality education, research and community service.

2.2   The UFS is acutely aware of its unique position in having a number of campuses, satellite sites and other premises spread over a large geographical area and the peculiar security conditions distinctive to each campus, satellite site and other premises. The Policy further acknowledges the continuous challenge faced by the UFS in actively addressing issues of security and criminality at all of its campuses, satellite sites and other premises and the importance of a vigorous response to this challenge through a holistic, communal approach to security involving its students, staff, visitors and surrounding communities.

2.3   Through the implementation of this policy the UFS, within its ability, commits itself to creating a safe environment that ensures security of person and property, thereby enhancing the UFS experience for students, staff and visitors.

2.4   The management of the UFS acknowledges and respects the primary responsibility and primacy of South African legislation and the South African Police Service (SAPS) with regard to the security of the citizens of South Africa, but is committed to actively contributing to the safety of all UFS students, staff members and visitors to any campus, satellite site or other premises of the UFS through the implementation of this policy, any related arrangements or procedures and the formation of partnerships with relevant role players that could make a contribution in this regard.

2.5   The planning, financing and implementation of the Policy and related activities will be based on sound management processes taking into account issues of inclusiveness, transparency and affordability.

2.6   The Policy complements and is to be read in conjunction with the UFS Policy on Occupational Health and Safety and the UFS Policy with Regard to the Provision of Emergency Medical Services on Bloemfontein Campuses.

2.7   The Policy will form the point of departure for all new security-related arrangements and procedures implemented in future at the UFS and such new policies and procedures will be read in conjunction with and in reference to the Policy.

3.   Aim of the Policy

Within the context and scope of the preamble above, the aim of the Policy is to create, co-ordinate and effect an institutional framework for the continuous improvement and expansion of security at all campuses, satellite sites and other premises of the UFS. The aim of the Policy is concretised in the following broad guiding principles:

3.1   the creation of a co-ordinated approach to security inclusive of all relevant role players at the UFS;

3.2   the establishment of sustainable partnerships with relevant role players in the wider community surrounding the UFS;

3.3   the improvement of security-related infrastructure at UFS campuses, satellite sites and other premises in order to ensure a more secure environment;

3.4   the empowerment of security-related human resources at UFS campuses, satellite sites and other premises in order to ensure a more secure environment;

3.5   the creation of a security awareness culture on all campuses, satellite sites and other premises of the UFS; and

3.6   the creation of weapon-free campuses, satellite sites and other premises of the UFS.

4.   Scope of Policy application

The Policy shall be applicable to all students and staff members of the UFS, as well as all visitors to any campus, satellite site and other premises of the UFS.

5.   Definitions and terms

For the purposes of the Policy, the following definitions shall be applicable:

5.1   **Campus:** The campuses of the UFS known as the Bloemfontein Main Campus, the South Campus and the Qwaqwa Campus.

5.2   **Satellite site:** Boyden Science Centre; Paradys Research Farm and Lengau Agri Centre (Sydenham).

5.3   **Other premises:** Any other premises that the UFS might consider including under the Policy. Such sites will be identified in an appendix to the Policy and will be updated as needed.

5.4 **Security:** Refers to the security of UFS infrastructure at campuses, satellite sites and other premises, as well as the security of persons and property of all students, staff and visitors to campuses, satellite sites and other premises of the UFS. The Policy is **not applicable** to Information Technology (IT) security at the UFS over and above the physical IT infrastructure and equipment and access thereto.

5.5 **Infrastructure:** Refers to all gates, fences, buildings, libraries, roads, sports fields, lighting and alarm fixtures, IT systems, miscellaneous constructions, vehicles and equipment on any campus, satellite site and other premises of the UFS.

5.6 **Residences:** All residences situated on the campuses of the UFS and under the control of UFS Housing and Residence Affairs, inclusive of infrastructure on UFS campuses belonging to city residences.

5.7 **Visitor:** Any person, exclusive of UFS students and staff members, that find themselves on the premises of any UFS campus, satellite site or other premises at any time of the day or night for any reason. This includes, but is not limited to, academic and professional visitors, service providers, conference goers, parents and families of students, visiting schools and sports teams and any person transiting the campuses, satellite sites and other premises of the UFS.

5.8 **UFS Protection Services:** The division primarily responsible for the maintenance of security on the UFS campuses, satellite sites and other premises, inclusive of its management, all its employees as well as employees of any private security service providers contracted to provide security services at any UFS campus, satellite site or other premises at any time.

6.	Strategies for the implementation of the campus security policy

In order to accomplish the above-mentioned aim, the following guidelines for the implementation of the Policy will be followed:

6.1 The creation of a co-ordinated approach to security inclusive of all relevant role players at the UFS

6.1.1 The UFS is aware of the fact that security is the responsibility of all students, staff and visitors to the UFS but recognises that the UFS Protection Services is the primary agent responsible for ensuring the security of students, staff and visitors to all UFS campuses, satellite sites and other premises.

6.1.2 The execution of all security-related functions at the UFS will be the responsibility of the Deputy Director: UFS Protection Services, inclusive of, but not limited to:

6.1.2.1 participation in the UFS Security Advisory Committee;

6.1.2.2   professional assistance in the compilation of a comprehensive security plan for the UFS inclusive, but not limited to, security threats such as natural disasters, unrest situations and medical emergencies;

6.1.2.3   commanding a joint operations centre (JOC) created in terms of the above security plan during such natural disasters, unrest situations and medical emergencies;

6.1.2.4   the issuing and management of student cards and temporary access permits;

6.1.2.5   evaluation, approval and quality control of access control and any other security-related technology or services;

6.1.2.6   traffic and parking control;

6.1.2.7   investigation of reported cases at the UFS;

6.1.2.8   participation in planning and execution of social or academic events at any of the UFS campuses or satellite sites, whether arranged by the UFS or any outside institutions.

6.1.3   In order to ensure liaison and co-ordination regarding security-related matters, a UFS Security Advisory Committee will be formed, consisting of the following members:

6.1.3.1   the Line Manager of UFS Protection Services (chairperson and convenor);

6.1.3.2   the Deputy Director: UFS Protection Services;

6.1.3.3   the Dean of Students;

6.1.3.4   the Director: UFS Housing and Residence Affairs;

6.1.3.5   a representative of the Committee of Deans;

6.1.3.6   the Director: Student Affairs at Qwaqwa Campus;

6.1.3.7   a representative of Physical Planning and Special Projects;

6.1.3.8   a representative of Kovsie Health;

6.1.3.9   one labour union representative from both recognised unions from the Bloemfontein and Qwaqwa Campuses;

6.1.3.10   two representatives from the Student Representative Councils (SRCs) from the Bloemfontein and Qwaqwa Campuses, tasked with security-related issues; and

6.1.3.11   any person that the committee should choose to co-opt for any reason or period.

6.1.4   The UFS Security Advisory Committee will meet at least quarterly and will act in an advisory capacity to ensure that a co-ordinated approach to security-related maters is followed at the UFS and will be responsible for, but not limited to, the following:

6.1.4.1   considering security incidents, statistics and information;

6.1.4.2   proposing and formulating recommendations regarding security-related aspects;

6.1.4.3   assisting in the compilation of a comprehensive UFS security plan;

6.1.4.4   informing relevant parties regarding security-related aspects on a regular basis.

6.1.5   The Qwaqwa Campus of the UFS will form its own separate security advisory committee with the Director: Student Affairs at the Qwaqwa Campus acting as its representative on the broader UFS committee.

6.2   The establishment of sustainable partnerships with relevant role players in the wider community

6.2.1   The UFS views itself as an integral part of the wider community surrounding it and thus views the building of sustainable partnerships with relevant role players in the wider community around the UFS of the utmost importance.

6.2.2   The UFS will endeavour to build strong relationships with any role players it deems to be important for sustaining the safety and security of its campuses, satellite sites and other premises. Such role players include, but are not limited to, the SAPS and its various agencies, Community Policing Forums (CPFs), the Mangaung Local Municipality, the Motheo District Municipality, the Thabo Mofutsanyana District Municipality, the Maluti A Phofung Local Municipality, private security institutions as well as community organisations and non-governmental organisations.

6.3   The improvement of security-related infrastructure at UFS campuses, satellite sites and other premises in order to ensure a more secure environment

6.3.1   Smooth access to the campuses, satellite sites and other premises of the UFS for students, staff and visitors is a priority for the UFS, but will be managed in a manner aimed at allowing entry to legitimate entrants and denying entry to criminal and unwanted elements, especially as far as residences are concerned.

6.3.2   The UFS reserves the right to control access to any of its campuses, satellite sites and other premises, as well as any buildings, libraries, residences, offices and sports fields in order to guard against any safety or security risks. This includes the right to address and question any individual found on any UFS campus or satellite site under suspicious circumstances.

6.3.3   The UFS will consider evaluating, improving and installing any physical or electronic barriers or devices it deems necessary for controlling access to its campuses, satellite sites and other premises as well as any buildings, residences, offices and sports fields in order to guard against any safety or security risks. Such barriers or devices will include, but not be limited to, gates, fences, burglar bars, electronic access control measures, cameras, alarms and guard services, as well as the electronic tagging of valuable items. Compatibility and standardisation of such physical or electronic barriers, especially at residences, will be of high importance.

6.3.4   Ensuring the safety of students, staff and visitors to the UFS once within the premises of its campuses, satellite sites and other premises remains a priority and the implementation of applicable safety measures will be considered where necessary to ensure safety and security. Such measures include, but are not limited to, the installation and maintenance of lighting equipment, the cutting and pruning of plants and the creation of safe walking routes between identified points on campuses.

6.3.5   It is of importance that the UFS Protection Services be well equipped to fulfil its various roles as the primary agent responsible for ensuring the security of students, staff and visitors to all UFS campuses, satellite sites and other premises and the UFS will ensure adequate provisioning of such equipment inclusive of, but not limited to, its control centre, vehicles, radios and related security equipment.

6.4   The empowerment of security-related human resources at UFS campuses, satellite sites and other premises in order to ensure a more secure environment

6.4.1   The UFS is determined to ensure the empowerment of all security-related human resources at the UFS with special emphasis on the UFS Protection Services.

6.4.2   The UFS Protection Services will be empowered through rigorous and ongoing training of its staff members in job-specific security-related skills in order to ensure a high-quality service from its staff at all UFS campuses, satellite sites and other premises. The rendering of such high-quality service will be concretised in a code of ethics and standards for the staff of the UFS Protection Services.

6.4.3   Empowerment in security-related matters will not be limited to the UFS Protection Services and will be widened to be inclusive of, but not limited to, selected staff members, residence heads, Student Representative Council (SRC) members and Residence Committees (RCs). Such empowerment includes students not living in UFS residences but in privately owned residences outside of UFS campuses, satellites sites or other premises.

6.4.4   The UFS will consider issuing applicably trained and accredited members of the UFS Protection Services with arms to be utilised as reaction units under exceptional security circumstances and in terms of applicable legislation.

6.4.5   When outsourcing any security function to any private security service provider, the UFS will attempt to ensure that the sourced service providers comply with all legislation and accreditation pertaining to the security industry and the task to be performed at the UFS.

6.5   The creation of a security awareness culture on all campuses, satellite sites and other premises of the UFS

6.5.1   The UFS is aware of the fact that security is the responsibility of all its students, staff members and visitors and not only of the UFS Protection Services and that a holistic, communal approach to security must be created.

6.5.2   The UFS will endeavour to create a culture of security awareness on all of its campuses, satellite sites and other premises in order to infuse a common vision among students, staff and visitors regarding issues pertaining to security.

6.5.3   The UFS will create the culture of security awareness through various means including, but not limited to, information sharing through the medium of the UFS website, Kovsie FM Radio Station, the *IRAWA*, notice boards and pamphlets and staff interactions, as well as the enlightenment of students during first-year orientation sessions and through residence committees and the SRCs.

6.5.4   The UFS is aware of the unique situation of students living off-campus in a variety of private residences and their peculiar security needs. The UFS will endeavour to give special attention to the needs of such students through the rendering of security-related information and the building of strong relationships with the SAPS and relevant CPFs for the specific purpose of the security of such students.

6.6   The creation of weapon-free campuses, satellite sites and other premises at the UFS

6.6.1   Even though the UFS acknowledges the right of individuals to possess weapons for the purpose of self-defence, weapon sports or official duties (SAPS and armed private security companies), it strives for the creation of weapon-free zones on all of its campuses, satellite sites and other premises.

6.6.2   For the purposes of this policy, dangerous weapons will include all firearms as defined in the Firearms Control Act No. 60 of 2000 and the Dangerous Weapons Act No. 71 of 1968, as well as explosive devices and sharp objects such as spears, swords, knives or any object utilised with the express object of threatening or hurting another. The UFS is committed to adhering and propagating the Firearms Control Act No. 60 of 2000 and the Dangerous Weapons Act No. 71 of 1968, inclusive of its regulations, on its campuses, satellite sites and other premises.

6.6.3   The UFS strongly disapproves of the possession, carrying or utilisation of dangerous weapons at any of its campuses, satellite sites and other premises and will promulgate measures to ensure the creation of weapon-free zones on all of its campuses.

7. Approval, adjusting, amendment and reviewing authority

Due to the importance of campus security to the successful implementation of the vision and mission of the UFS, all responsibility regarding approval, adjustment, amendment and review of the Policy is subject to the approval of the Executive Management, the Senate and the Council of the UFS.

8. Administration and management of the Policy

The institutional responsibility for the management of the Policy resides with the line manager of the UFS Protection Services and the Deputy Director: UFS Protection Services.

The English version of the Policy will be conclusive if any conflict should arise with regard to the interpretation of any clause of this policy.

9. Effective date of the Policy

This policy will take effect immediately after approval by the Council of the UFS and will be deemed not to be retroactive in nature.

10. Procedures

Procedures for the implementation of the Policy will be compiled by the line manager of the UFS Protection Services and the Deputy Director: UFS Protection Services.

11. Appendices

A range of related enabling documents, resources and tools as well as a list of other UFS premises will be added to the Policy as they become available.