

NAME OF COMMITTEE:	Council
DATE OF MEETING:	18 September 2020
DATE OF SUBMISSION:	3 September 2020
COMPILED BY:	Mr Noko Masalesa
SUBMITTED BY:	Prof Prakash Naidoo
SUBJECT:	Security Policy

BACKGROUND

The management of University of the Free State (UFS) is committed to improving student's success. That commitment is well articulated in UFS Strategic Plan 2018- 2022, as well as in the UFS Integrated Transformation Plan of 2017. The management's commitment to students safety and health issues was clearly demonstrated when approval was granted for the enhancement of Protection Services Department's structure to establish two new critical sections of Threat Detection, Investigations and Compliance, which focuses on amongst others off campus students safety, and as well as liaison with external law enforcement agencies as well as Technical Security Services which focuses on all aspects of technical security and technology.

The enhancement of PS structure was the UFS response to current safety and security challenges taking place at public universities such as Gender Based Violence, Off campus student's safety, and violent student protests to name a few. The review of UFS security strategy necessitated the development of the new Security Policy which clearly articulate UFS new thinking regarding management of safety and security function on its campuses and satellite sites. All the critical structures within the UFS such the Students Representative Council (SRC), Trade Unions were consulted, and their inputs were incorporated into the policy. The policy was already approved by the University Management Committee (UMC), Senate and the Rectorate

RECOMMENDATION

It is hereby recommended that the Council approve the UFS Security Policy to ensure effective management of safety and security operations on all UFS campuses, and its satellite sites.

UNIVERSITY OF THE FREE STATE

SECURITY POLICY

Document number	Final Draft 6
Document name	University of the Free State: Security
Coordinating Rectorate member	Prof Prakash Naidoo
Contact person	Mr Noko Masalesa
Status	Draft document
Approved by	
Date approved	
Date last amended	
Date for next review	

1. Title: Security Policy of University of the Free State
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2. Preamble

The Security Policy of the University of the Free State (UFS), hereinafter referred to as “the Policy”, is subjugant to the vision of the UFS to be a research-led, student-centred and regionally engaged university that contributes to development and social justice through the production of globally competitive graduates and knowledge. This policy will form the point of departure for all new security-related arrangements and procedures implemented at the UFS in the future, and such new policies and procedures will be read in conjunction with and in reference to this policy.

3. Principles

- 3.1 The Security Policy was compiled taking into account the strategic goals of the UFS as stipulated in the UFS Strategic Plan 2018–2022, as well as the Integrated Transformation Plan (ITP).
- 3.2 The policy acknowledges the principle of one university with three campuses, including satellite sites and other premises spread over a large geographical area, and stipulates that the security conditions may be distinctive to each campus, satellite site and other premises.
- 3.3 The policy further acknowledges the challenges faced by the UFS in actively addressing issues of security and crime at all of its campuses, satellite sites and other premises and the importance of a vigorous response, both pro-actively and reactively, to this challenge through a holistic, communal approach to security involving its students, staff, visitors and surrounding communities.
- 3.4 Through the implementation of this policy, the UFS (within its ability) commits itself to creating a safe environment that endeavours to ensure safety and security of people, property and information, thereby enhancing the UFS experience for students, staff and visitors.

- 3.5 The UFS senior management acknowledge the safety and security challenges faced by its students, both on and off campus as well as staff. It is therefore committed to establishing and maintaining partnerships with all relevant stakeholders, inclusive of, but not limited to, students, staff, Housing and Residence Affairs, Student Affairs, Human Resources, University Estates, law enforcement, etc. in an effort to mitigate security risks and its challenges.
- 3.6 The planning, financing and implementation of the policy and related activities will be based on and informed by a security risk assessment, national legislations and guidelines, best practices, sound management processes, taking into account issues of inclusiveness, transparency and affordability.
- 3.7 The Protection Services Department shall develop and implement relevant specific guidelines, standards, procedures or protocols dealing with various aspects of security for the UFS.
- 3.8 The Protection Services Department will ensure an accessible service and environment to be all inclusive of the access needs of students with disabilities. Universal access considerations will be taken into account with the implementation of the policy, including access to information, communication, services, personal assistance in partnership with the Centre for Universal Access and Disability Support.
- 3.9 The Protection Services is duly registered as an in-house security service provider (PSIRA number 992665) in terms of the Private Security Industry Regulation Act, 2001 (Act 56 of 2001) as required by Section 199 (3) and (4) of the Constitution of the Republic of South Africa, 1996 and the Code of Conduct for Security Service Providers, 2003 (as amended) which was published in Government Gazette No 24971 dated 28 February 2003. Based on the abovementioned, it must be stressed that an in-house security service provider can only be used to protect or safeguard the property or other interests, or persons or property on the premises of the employer or on premises under the control of the employer.
- 3.10 The senior management of the UFS also acknowledge that some security situations such as violent student protests will require the assistance of the SAPS, as well as the involvement of private security service providers who have expertise in managing such situations. The use of SAPS and private security service providers during protests at

any of UFS premises shall be the last resort , and shall only be approved by the Vice Rector; Operations in in liaison with the Rector and Vice Chancellor and or his delegate.

- 3.11 A protocol for the deployment and management of SAPS and private security service providers for management of protests shall be strictly adhered to , and compliance shall be closely monitored by the UFS.

4. Aim of the Policy

The aim of the policy is to create, co-ordinate and effect an institutional framework for the continuous improvement and effectiveness of security at all campuses, satellite sites and other premises of the UFS. The following principles guide the policy:

- 4.1 the creation of a seamless and coordinated approach to safety and security, inclusive of all relevant role players at the UFS;
- 4.2 the establishment of sustainable partnerships with relevant role players in the wider community surrounding the UFS;
- 4.3 the improvement of security-related infrastructure at UFS campuses, satellite sites and other premises in order to ensure a more secure environment;
- 4.4 the empowerment of security-related human resources at UFS campuses, satellite sites and other premises in order to ensure a more secure environment;
- 4.5 the creation of a security awareness culture on all campuses, satellite sites and other premises of the UFS;
- 4.6 the involvement of all UFS community members in issues of safety and security;
- 4.7 compliance with Firearms Control Act 60 of 2000 in relation to the carrying of weapons on all campuses, satellite sites and other premises of the UFS;
- 4.8 the professionalization of the Protection Services Department as the department responsible for executing the safety and security mandate at the UFS.

5. Scope of Policy application

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

6. Definitions and terms

For the purposes of this policy, the following definitions shall be applicable:

- 6.1. **Campus:** the campuses of the UFS known as the Bloemfontein, South and Qwaqwa campuses.
- 6.2. **Infrastructure:** refers to all gates, fences, buildings, libraries, roads, sports fields, lighting and alarm fixtures, IT systems, turnstiles, cameras, miscellaneous constructions, vehicles and equipment on any campus, satellite site and other premises of the UFS.
- 6.3. **Other premises:** any other premises that the UFS might consider including under this definition from time to time, either on a temporary or on a permanent basis, due to the nature of the business conducted therein or as necessary to promote the goals of the University.
- 6.4. **Private security service provider:** a company registered and accredited by the Private Security Industry Regulatory Authority to render security related services as stipulated in the PSIRA Act 56 of 2001.
- 6.5. **Property:** refers to anything that the UFS has legal title over, affording ownership and certain enforceable rights over the items. Examples of property, which may be tangible or intangible, include vehicles, all equipment and furniture.
- 6.6. **Protection Services:** the department primarily responsible for the maintenance of security on the UFS campuses, satellite sites and other premises, inclusive of its management and 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.

- 6.7. **Rectorate:** the executive management team of the UFS.
- 6.8. **Residences:** all residences situated on the campuses of the UFS and under the control of UFS Housing and Residence Affairs, including infrastructure on UFS campuses belonging to city residences.
- 6.9. **Security:** the security of UFS infrastructure at campuses, satellite sites and other premises, as well as the security of persons and the 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.
- 6.10. **Security Management Committee:** the committee consisting of various representatives responsible for issues relating to safety and security at the UFS.
- 6.11. **Satellite site:** Boyden Observatory, Naval Hill Planetarium, Paradys Research Farm, Lengau Agricultural Centre (Sydenham), Pannar Research Farm (Bainsvlei), the community-based education centre in Trompsburg and Sharon Court in Kimberley, as well as all other farms and premises that the University owns or may acquire in the future.
- 6.12. **Visitor:** any persons, excluding UFS students and staff members, finding 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.

7. Strategies for the implementation of the Security Policy

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

- 7.1 Effective staffing and continuous professional training of members of Protection Services Department in line with the UFS long-term safety and security strategy.
- 7.2 Development of early warning system and capacity for pro-active detection and mitigation of threats.
- 7.3 Continuous improvement of the quality of services rendered, as well as ongoing benchmarking of best practices.
- 7.4 The establishment of a Security Management Committee for the creation of a coordinated approach to security, inclusive of all relevant role players at the UFS.
- 7.5 The UFS is aware of the fact that security is the responsibility of all students, staff and visitors, but recognises that the Protection Services Department is the primary responsible entity for ensuring the security of students, staff and visitors on all UFS campuses, satellite sites and other premises.
- 7.6 The execution of all security-related functions at the UFS will be the responsibility of the Protection Services Department, including, but not limited to:
 - 7.6.1 A Security Management Committee established according to terms of reference approved by the Rectorate in order to ensure liaison and co-ordination regarding security-related matters. The terms of reference shall clearly stipulate the departments to be represented in the committee, as well as the frequency of the meetings.
 - 7.6.2 Compiling and executing UFS security strategy.
 - 7.6.3 Developing guidelines, standards, procedures and/or protocols to deal with various aspects of safety and security, such as student and labour unrest, access control, investigations, etc.
 - 7.6.4 Facilitating the establishment of the Joint Operations Centre (JOC) to deal with safety and security-related emergencies, as and when the need arises.
 - 7.6.5 Issuing and managing student and staff cards and temporary access permits.

- 7.6.6 Evaluation, approval and quality control of access control and any other security-related technology or services.
- 7.6.7 Traffic and parking control.
- 7.6.8 Investigation of reported cases at the UFS.
- 7.6.9 Participation in the planning and execution of social, academic and sport events at any of the UFS campuses or satellite sites, whether arranged by the UFS or any outside institutions.
- 7.6.10 The assessment of security related threats, risks, and the provision of advice to management in this regard.
- 7.6.11 Liaison with law enforcement and other entities in respect of safety and security related matters.
- 7.6.12 The establishment of sustainable partnerships with relevant role players in the wider community.
 - 7.6.12.1 The UFS views itself as an integral part of the wider community surrounding it and thus regards the building of sustainable partnerships with relevant role players in the wider community around the UFS as of the utmost importance.
 - 7.6.12.2 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, including local and metropolitan municipalities, the South African Police Service, Community Policing Forums and private security service providers.
- 7.7 Improving security-related infrastructure at UFS campuses, satellite sites and other premises in order to ensure a more secure environment.
 - 7.7.1 Effective access and egress control to the campuses, satellite sites and other premises of the UFS for students, staff and visitors in accordance with relevant legislations and guidelines.

7.7.2 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.

7.7 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. The compatibility and standardisation of such physical or electronic barriers, especially at residences, will be of high importance.

7.9 The endeavour to ensure the safety of students, staff and visitors to the UFS once within the grounds 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.

7.10 It is of the utmost importance that the Protection Services Department is adequately resourced to fulfil its various roles as the primary agent responsible for creating and maintaining a safe environment for all.

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

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

7.11.2 The members of the Protection Services Department will be empowered through

rigorous and ongoing training in job-specific security-related skills in order to ensure a high-quality service. The rendering of such high-quality service will be concretised in a code of ethics and standards for the staff of the Protection Services Department.

7.11.3 Empowerment in security-related matters will not be limited to members of the Protection Services Department only, but will instead 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 UFS campuses, satellite sites or other premises.

7.11.4 When contracting any security function to any private security service provider, the UFS will take all reasonable steps to ensure that the sourced service providers comply with all the relevant legislation and accreditation pertaining to the security industry and the task to be performed at the UFS.

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

7.12.1 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 Protection Services Department, and that a holistic, communal approach to security must be followed.

7.12.2 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 security issues.

7.12.3 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, Blackboard, the Kopsie FM radio station, UFS Facebook, Twitter, WhatsApp, notice boards, pamphlets and staff interaction, as well as during first-year orientation sessions and through residence committees and the SRCs.

7.13 The UFS is aware of the unique situation of students living off - campus in a variety of

private residences and their particular security needs. The UFS will endeavour to give special attention to the needs of such students through the provision of security-related information and the building of strong relationships with the SAPS and relevant CPFs, as well as private security service providers, for the specific purpose of ensuring the security of such students.

7.14 Strict compliance with Firearms Control Act 60 of 2000 relating to handling of weapons at the UFS sites.

7.14.1 Although the UFS acknowledges the right of individuals to possess weapons for the purpose of self-defence, sports or official duties (SAPS and armed private security companies), it strives to ensure strict compliance with the provisions of Firearms Control Act 60 of 2000 in relation to the carrying and handling of weapons on all of its campuses, satellite sites and other premises.

7.14.2 For the purposes of this policy, weapons include all firearms as defined in the Firearms Control Act (No 60 of 2000) and the Dangerous Weapons Act (No 15 of 2013), as well as explosive devices and sharp objects such as spears, swords, knives or any object *utilised with the express purpose of threatening or hurting another*¹. The UFS is committed to adhering to and propagating the Firearms Control Act (No 60 of 2000) and the Dangerous Weapons Act (No 15 of 2013), inclusive of their regulations, on its campuses, satellite sites and other premises.

7.14.3 The UFS disapproves of the possession, carrying or utilisation of weapons at any of its campuses, satellite sites and other premises and requires that all staff, students and visitors declare the carrying of weapons to the Protection Services Department in writing, noting that the Protection Services Department has a legal responsibility to confiscate weapons not complying with legal requirements.

7.14.4 The Protection Services Department shall develop and implement a protocol relating to the handling of weapons on campuses, satellite sites and other premises. The protocol will be approved by the Rectorate and must take into account the requirements of Firearms Control Act 60 of 200 as well as those of the Dangerous

¹ This will not impact on the right of students to wear traditional attire to graduation ceremonies.

Weapons Act (No 15 of 2013).

- 7.15 The monitoring of all security related activities through regular meetings, weekly crime overviews and; monthly, quarterly and annual operational reports to focus on progress and activities performed.

8. Duties and Responsibilities

8.1 Staff, students, and contractors

- 8.1.1 To familiarise themselves and comply with UFS security guidelines, standards, procedures and/or protocols.
- 8.1.2 To immediately report any suspicious activity, item, person and/or vehicle on any UFS site to the Protection Services Department.
- 8.1.3 To co-operate with any reasonable instruction issued in the interest of safety and security by an authorised person.
- 8.1.4 To take responsibility for their own personal safety by not making themselves vulnerable to criminal activities.
- 8.1.5 To co-operate with the investigation processes that are in the interest of the UFS and/or in the interest of justice, which include being subjected to searches in line with the relevant legislation.
- 8.1.6 To always treat university property with the utmost care and not to expose it to criminal activities, and to report such activities to the Protection Services Department, be it on or off the campus.

8.2 Members of Protection Services Department

- 8.2.1 Identifying and assessing risks and threats that have an impact on the safety and security of the UFS as an institution, its staff and students, and issuing early warning reports and incident-specific reports for proactive decision-making and

operationalisation.

- 8.2.2 Recording all reported incidents in the occurrence book or incident register.
- 8.2.3 Responding to all on-campus emergencies reported by either staff members, students, visitors or contractors.
- 8.2.4 Conducting investigations in respect of all reported cases or incidents and providing investigation reports to the relevant parties.
- 8.2.5 Developing and implementing relevant security guidelines, standards, procedures and/or protocols.
- 8.2.6 Advising the Rectorate, staff and students about the security implications of their decisions and/or actions.
- 8.2.7 Initiating programmes and projects to enhance the security consciousness of staff, students, visitors and contractors.
- 8.2.8 Establishing and maintaining strategic partnerships with other relevant stakeholders.
- 8.2.9 The provision of support to off-campus resident students through the contracting of an armed response service to respond to emergencies, the provision of assistance with the reporting of incidents at the South African Police Service, and the arrangement of counselling if so required.
- 8.2.10 ensuring the functionality of technical security measures at all times.
- 8.2.11. Developing and implementing UFS security strategy that is aligned to overall UFS strategic plan.

9. Approval, adjustment, amendment and reviewing authority

Due to the importance of campus security to the successful implementation of the vision

and mission of the UFS, the responsibility regarding approval, adjustment, amendment and reviewing of the Policy is subject to the approval of the Rectorate, the University Management Committee and the Council of the UFS.

10. Administration and management of the Policy
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The institutional responsibility for the management of the Policy resides with the Vice-Rector: Operations, while the execution responsibility shall reside with the Head of Protection Services.

11. Effective date of the Policy

This policy will take effect immediately after approval by the Council of the UFS.