



UNIVERSITY OF PRETORIA
Department of Security Services

Security policy

Document type: Policy
Policy category: Security Services

Document number: Rt 318/18 (final)

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1. PURPOSE

The purpose of the security policy is to develop, co-ordinate and implement an institutional framework for the continuous improvement and expansion of safety and security at all campuses of the University of Pretoria.

This Policy sets out the roles, responsibilities, principles and guidelines that the University intends to establish, maintain and develop, in order to ensure the safety and security of individuals and property.

2. SCOPE

This is a University-wide policy which applies to all staff members, students, visitors and contractors on all campuses of the University of Pretoria.

3. CONSEQUENCE OF NON-COMPLIANCE

Non-compliance to the policy could result in endangerment of staff and students' safety and lead to reputational risk to the university, as well as a risk of prosecution in relation to non-adherence to relevant legislation.

4. POLICY STATEMENT

The University will endeavour to ensure, as far as is reasonably practicable, the personal safety and security of all students, staff and visitors at all University campuses and University-controlled buildings.

The Department of Security Services is tasked with and fully committed to, maintaining a safe and secure environment that allows students and staff to study, teach, learn, conduct research, work and participate in sport, cultural and social activities.

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

The University will endeavour to create a culture of security awareness on all its campuses in order to instil a common vision among students, staff, contractors and visitors regarding issues pertaining to security.

The Department will create the culture of security awareness through various means, including, but not limited to, information sharing through the University website, TuksFM, PDBY, notice boards, pamphlets, staff interactions, social media platforms as well as orientation sessions and through residence committees and the SRC.

The Department will create awareness among staff and students of their own individual and collective responsibility for ensuring the safety of their person and property. The Department will focus on residences and areas on campuses with the highest incidence of crime. CCTV monitoring will be conducted, security staff deployed and support provided as necessary.

This policy will form the point of departure for all new security-related policies and procedures implemented in future.

Policies and procedures to support this policy include but are not limited to the following:

- CCTV policy, procedure and code of conduct
- Access control policy and procedures
- Traffic and parking management policy and rules
- Gathering policy
- Policy on medical emergencies on campuses
- Alcohol and drug policy and procedures

5. DEFINITIONS

Campus	Any of the campuses of the University
CCTV	Closed-circuit television
Contractor	Any person or company contracted by the University
Operations Management Centre	The centralised facility where all CCTV feeds are directed and displayed on television screens and recorded
Operator	Operators of the CCTV system from the control room
Policy	A policy is a set of principles and guide our actions
SAPS	South African Police Services
Staff	Any member of the University Council or any other person who is permanently or temporarily employed by the University
Student	Any full-time, after-hours or part-time student registered at the University
the University	University of Pretoria
Visitor	A person who is not a student, contractor or a staff member of the University

6. ROLES AND RESPONSIBILITIES

The Registrar	The Registrar has overall accountability and responsibility for ensuring that all institutional policies are managed responsibly within the University.
The Chief Operating Officer	The Chief Operation Officer will ensure that support and resources are available to the Department for the implementation of the Security Policy.
The Director Security Services	The Director Security Services is responsible for the implementation and communication of the Security Policy, ensuring the security of students, staff, contractors and visitors to all University campuses and other premises, and adopting a proactive approach to minimise crime and incidents and their effects on the University, staff and students.

Staff, students, visitors & contractors

Staff, students, visitors and contractors must adhere to the security policy, paying particular attention to those issues which are relevant to their activities. They must also cooperate with requests from the Department of Security Services, especially in emergency or evacuation situations.

7. STRATEGIES FOR THE IMPLEMENTATION OF THE SECURITY POLICY

In order to support the above-mentioned principles, the following guidelines for the implementation of the policy will be followed:

7.1 Co-ordinated approach to security, inclusive of all relevant role players

The Department provides security services to all faculties and support departments of the University.

The Department is involved in and represented on a range of institutional committees and structures, including:

- the security clusters,
- the Residence Sub-council,
- the Events Committee,
- the Business Continuity Committee,
- the Operational Risk Management Committee,
- the ITS Committee,
- the Community Engagement Education Forum,
- the Transformation Committee

In order to effectively render services, the Department has close working relationships with the Legal Services Division, the Employee Relations Division and the Student Representative Council.

The Department collaborates closely with the departments of Enrolment and Student Administration (DESA), IT Services, Department of Institutional Advancement and Human Resources for the dissemination of information during emergencies.

7.2 External partnerships

The University forms an integral part of the wider community surrounding its campuses. Strategic stakeholder management and developing sustainable partnerships with relevant role players in the wider community is of the utmost importance.

Externally, the Department will work in close collaboration with the South African Police Service (SAPS), Public Order Policing, the City of Tshwane (COT), the Hatfield City Improvement District (CID), Hatfield Community Court, the Department of Justice and Constitutional Development and the Private Security Industry Regulatory Authority (PSIRA).

7.3 University growth and infrastructure expansion

The Department will continue its involvement in renovation and new building projects from the design stage to conclusion, providing important inputs from a comprehensive and integrated safety and security perspective. As infrastructure expands, the Department's role in securing the property and assets will increase.

7.4 Improved risk assessments

The Department is responsible for constant identification and analysis of risks and development of mitigating strategies.

Risk assessments will be conducted as particular situations arise, to determine if sufficient resources are appropriately deployed at the various sites. The existing database of the risk assessments of all the various campuses will be updated continually.

Risk assessments of the internal and external environment, also in terms of occupational health and safety, and crime-related issues and trends form part of the Department's day-to-day business. This includes constant monitoring of social and other media platforms as well as the analysis of crime statistics and insurance claims history.

7.5 Empowerment of security-related human resources

The Department will be empowered through ongoing training of its staff members in job-specific security-related skills in order to ensure a high-quality service from its staff on all campuses.

7.6 The creation of weapon-free campuses

While, the University acknowledges the right of individuals to possess weapons for the purpose of self-defence, weapon sport or official duties (SAPS and armed private security companies), it was declared a firearm-free zone by the Minister of Safety and Security.

No person will be allowed to bring onto campus or the premises of the University, a firearm, ammunition, explosives, explosive devices or any other dangerous or potentially dangerous weapon or object ('weapon'), or to be in possession or control of such a weapon or to store it on the University's premises..

For the purposes of this policy, weapons will include all firearms as defined in the Firearms Control Act 60 of 2000. Dangerous weapons as defined in the Dangerous Weapons Act 15 of 2013, as any object other than a firearm, capable of causing death or inflicting serious bodily harm, if it were used for an unlawful purpose, as well as, without limitation, explosive devices and objects such as potato guns and/or a paintball guns, spears, swords, knives or any object that can be utilised with the express object of threatening or hurting another person.

7.7 Investment in systems and technology

The Department will introduce systems, technology and procedures that support modern security practices and will continue to identify technology and solutions that can contribute to improved security.

Security technology and solutions that are designed to protect people, property and information (e.g. video surveillance, public safety and managed security services) will be updated or replaced as necessary to ensure best practice and optimal resilience.

8. ASSOCIATED DOCUMENTS

- Access control policy;
- Traffic and parking management policy
- Gathering policy for staff;
- Gathering and demonstrations policy for students;
- Closed-Circuit Television policy

9. POLICY LIFE CYCLE

The security policy should be reviewed every three years or sooner if deemed necessary. This policy remains in force until an amended policy is approved.

10. DOCUMENT METADATA

Document number:	<i>Rt318/18 (final)</i>
Document version:	<i>First approved version Policy was reviewed in November 2020. The content of this document remained the same, except for: 1. Converting it to the new format 2. Adding the declaration by the Minister of Safety and Security that all campuses should be gun free/firearm free zones Policy was reviewed in June 2022. The content of this document remained the same, except for: Update of the reference to the Dangerous Weapons Act</i>
Document approval authority:	<i>Executive</i>
Document approval date:	<i>28 August 2018</i>
Document owner:	<i>Director: Security Services</i>
Document author(s):	
Next review date:	<i>28 August 2025</i>
Visibility:	
Display on staff intranet	√
Display on student intranet	√
Display on public web	