

## SECURITY ALARM AND CALLOUTS RESPONSE POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Security Alarm and Callouts Response Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>E. Facilities that are compatible with the Anishinabek environment in which they are situated.</i>
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
Approval Date & Board Motion Number	12/6/2022 Motion#108-2022
Effective Date	12/6/2022
Previous Versions	Date initially approved: 7/22/2020 Date of last revision: 11/4/2022

\*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

### 1.0 Background and Purpose

1.1 To protect the owned and/or leased properties of Kenjgewin Teg, security alarm monitoring is implemented and monitored on a regular basis by a designated security monitoring station. Kenjgewin Teg may require employees to be identified as Security Alarm Holders to respond to a security alarm call from the alarm monitoring station.

### 2.0 Definitions

N/A

### 3.0 Application

3.1 This policy applies to all employees who have been identified as Security Alarm holders with Kenjgewin Teg’s contracted security company and who are required to travel to any building that Kenjgewin Teg owns or leases in response to a security alarm call from the monitoring station.

3.2 This policy does not apply to postsecondary instructors who are assigned to teach a postsecondary course(s) delivered solely by Kenjgewin Teg and/or together with a postsecondary partner of Kenjgewin Teg.

**4.0 Policy**

**Policy Objective**

4.1 To establish guidelines for employees that have been identified as security alarm holders with Kenjgewin Teg’s security company and are required to respond to security alarm calls and monitoring.

**Security Alarm Callouts and Response**

4.2 Should an assigned Security Alarm holder be required to respond to a security call from the Monitoring Station by travelling to any of the buildings owned or leased by Kenjgewin Teg, after working hours, they will be entitled to claim two (2) hours of overtime.

4.3 Mileage to respond to the security call will be approved according to the Financial Policy and Procedures.

4.4 A travel expense claim must be completed by the Security Alarm holder (if within the Financial Policy and/or if applicable) and signed by the immediate supervisor.

4.5 The Security Alarm holder will inform their immediate Supervisor the next day of the required travel to any building and will input the overtime of two (2) hours on the timesheet system.

**5.0 Roles and Responsibilities**

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

**6.0 Evaluation Date – 10/31/2024**

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

<b>Related Legislation, Policies, Procedures, Guidelines and Documents</b>	Security Alarm Callouts and Response #041-2020
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# SECURITY ALARM CALLOUTS RESPONSE POLICY

<b>Policies Superseded by this Policy</b>	Security Alarm Callouts and Response (July 22, 2020, Motion#041-2020)
<b><i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i></b>	