



# Security procedure

## Section 1 - Preamble

(1) This Procedure was approved by the Vice-Chancellor on 29 March 2004 and incorporates all amendments to 15 November 2011.

(2) This Procedure is pursuant to [Regulation 6.1\(2\) - University Property](#).

## Section 2 - Purpose

(3) This Procedure outlines the processes involved in accessing and utilising University security.

## Section 3 - Scope

(4) This Procedure applies University-wide.

## Section 4 - Policy

(5) Refer to [Regulation 6.1\(2\) - University Property](#).

## Section 5 - Procedure

(6) Security officers are based on all campuses of the University and will assist in providing staff, students and visitors with a safe environment, as specified on the [Campus Services \(Security\) website](#).

(7) Security officers will attend functions or events where security is required, e.g.. examinations. Heads of organisational units must submit a work request to I&PG no later than 2 working days before the event or function.

(8) The Security Manager, Facilities Services may approve the installation of closed-circuit television (CCTV) systems in special circumstances. The installation of a CCTV system must comply with legal requirements and University policy.

(9) The Head of Organisational Unit must submit a request for the installation of a CCTV system, or the installation of additional cameras to a current system, to the Security Manager, Facilities Services.

(10) Before installation, the Head of Organisational Unit must inform the users of a facility that CCTV will operate in the area. Appropriate signs must be placed at all entry points to a facility where CCTV is or will be operating.

### Identification

(11) Deakin Card provides proof of employment and association with the University and is used for identification and other services such as photocopying, library borrowing and controlled access to secure areas.

(12) Deakin Security officers are authorised to request campus users to present their Deakin Card, failure to do so

may result in being asked to leave the University premises.

## **Keys and access cards**

(13) Heads of Organisational Units will designate staff in their areas who may approve the issue of keys and access cards for the area. They will forward the names of the staff to CS, and a list of the designated staff members will be placed on the CS [\(Keys/Access Cards\) website](#).

(14) The Executive Director, Campus Services will ensure that keys and access cards are available for collection within four (4) working days of the receipt of a request. If keys or access cards are not collected within thirty (30) days from the date of issue, the application will lapse.

(15) Staff and students must present their University identification card to CS when collecting keys or access cards.

(16) Staff or students must not obtain duplicate keys from external sources. If this occurs the matter will be dealt with under University disciplinary processes.

(17) Should any keys/access cards be lost or stolen, the key or access card holder's organisational unit is responsible for the cost of restoring security to the affected area, including the replacement of locks, keys and access cards.

(18) CS will install all new locks unless otherwise approved by the Security Services Manager, CSD or nominee. All locks must be keyed to a University or campus master key unless otherwise approved by the Security Services Manager, CSD or nominee.

(19) Requests for University or campus master keys require the approval of one of the following persons:

- a. Security Manager, CSD
- b. Executive Director, Campus Services
- c. Chief Operating Officer
- d. Vice-Chancellor.

## **Section 6 - Definitions**

(20) There are no definitions arising under this Procedure.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st February 2016
<b>Review Date</b>	1st February 2019
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	15th November 2011
<b>Expiry Date</b>	To Be Advised
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