

DAMBAI COLLEGE OF EDUCATION



SECURITY POLICY

DACE/SP001/2020

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SECURITY POLICY

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1. INTRODUCTION

Security matters in every tertiary institution is an essential element that must not be downplayed. Every environment such as the College community is prone to security threats and risks, which if not managed well will hinder the achievement of the mission and vision of the College. This gave rise to the need for the College to have a unit to be fully responsible for the issues relating to security to ensure that the College Property/assets, staff, lives of all persons on campus and information are fully protected.

2. POLICY STATEMENT

The College is committed to providing security of every individual and property due to the impact it has on academic work. The College places high premium on preventing crime and accidents on its environment to promote enabling academic environment for quality education. It is therefore the policy of the College that all information it gathers and manages shall be appropriately secure physically and electronically to protect it against the consequences of breaches of confidentiality, failure of integrity or interruptions to the availability of that information.

3. PURPOSE/OBJECTIVE

The College collects, processes, stores and use information as part of its academic and business processes. Information may be managed through computerized or manual systems. In all cases the College needs to ensure that adequate control measures are in place to ensure that pieces of information is appropriately available, accurate, secure, and complies with legislative requirements. This security policy provides management direction and support for information and physical security across the College.

The following are the Objectives of the policy:

- a. To set out the institution's intention in managing general security as part of effective governance.

- b. To provide guidance to users, administrators and developers of security systems on appropriate behaviour and controls required in order to maintain the security integrity of the College.
- c. To provide a comprehensive approach to security across the College.
- d. To set out the means by which security issues are scrutinized, approved and revised, communicated and monitored.

3. SCOPE

- a. This Security Policy applies to all staff, student teachers, College Management, College properties, and partners of the College.
- b. Covers all information handled, stored, processed or shared by the College irrespective of whether that information originates with or is owned by the College.

4. SUPPORTING PROCEDURES

A. Responsibility for the Security Policy Documentation

The Security Policy Documentation shall be maintained by The Principal through the Head of security, and individual policies may be delegated to College officers.

B. Implementing the Security Policy

- a. The College Management shall ensure that all individuals who use the security policy or handle sensitive information are aware of and understand the relevant policies that apply and the consequences of non-compliance.
- b. Where necessary, the College will implement appropriate physical and logical controls to restrict access to security issues and information to only authorized users.
- c. Full account of the requirements of the Security issues shall be taken through the process of planning, designing, implementing and using IT-based security systems.
- d. The College shall use lawful means of monitoring the use of security networks for the purposes of preventing crime, and detecting breaches of the security matters.
- e. To determine the appropriate levels of security measures applied to the College, a process of risk assessment shall be carried out for each system to identify the probability and impact of security failures.

- f. Specialist advice on security shall be made available to the College and ensure that it maintains and applies up-to-date knowledge of risks and mitigations within its practices.
- g. All users shall be required to abide by the College Security policy before authorization for access to College information systems is approved.
- h. The College shall establish and maintain appropriate contacts with other organizations, law enforcement authorities, regulatory bodies, in respect of its security policy.

B. Responsibilities for Implementing the Security Policies

- i. A security working group, made up of key system administrators, managers and representatives from all relevant departments of the College, shall devise and coordinate the implementation of security controls.
- ii. The responsibility for ensuring the protection of specific security processes, shall be the duty of the Head of security in the College.
- iii. The implementation and effectiveness of the security strategies shall be reviewed periodically by the College's internal audit function as part of its regular audit programme.

C. Recruitment

- i. The College shall recruit a suitably qualified person to head the security department as prescribed in the harmonized statute of the Colleges of Education
- ii. The College shall resource the security to perform its duties:
 - the head of security will be armed with a **licensed weapon** for enhanced security protection of top management of the College.
 - each security guard will be issued with two (2) pairs of uniform with cap.
 - two pairs of safety boots.
 - a rain coat and boot, night jacket.
 - truncheons, a pair of handcuff.
 - a monthly motivational package to be determined by management should be given to the guards.

D. Training:

- i. The College shall engage the services of a professional security company for two weeks to train newly recruited persons.
- ii. Periodically, refresher training should be organized by the head of security for the guards.

E. Locking and key Controls

- The College shall maintain a centralized safe where keys to all offices are deposited under the protection of security.

F. Physical Security protection

- i. The security unit shall keep a twenty-four (24) hour man-guard at all times at the main entrance and vantage areas of the College.
- ii. A book shall be kept at the main entrance to take record of vehicles coming in and out of the College.
- iii. The security unit may conduct discretionary check on vehicles and visitors before allowing them into campus.
- iv. In the event of rioting and unrest where lives and property are threatened, security must report to the police for assistance.
- v. Close Circuit Television Cameras (CCTV) may be deployed at strategic points of the Campus as part of electronic policing to augment the work of security.

G. Fire and Safety

- i. The College shall take steps to equip all installations on campus with fire safety gadgets to enable fire-fighting in the event of its outbreak.
- ii. Back-up documentations are to be made available and be kept in a fireproof off-site location.
- iii. In the case of a fire outbreak, security shall be provided at the affected site to safeguard the place and property.

H. Health, Hygiene and Safety;

- i. The College shall stock first aid items at a central location on campus to take care of health emergencies.
- ii. The College shall arrange to deploy security to implement directive policy on health.

I. Lighting

There shall be adequate lighting on campus at night to help the easy spotting of criminals and intruders by security.

J. Perimeter fencing

There shall be a fence to ward off criminals, intruders and stray animals from campus.

K. Dispute/Conflict Resolution

In the event of dispute resolution, tempers may rise and as a result there shall be the need for security presence to prevent any clash.

Security Guard Operations

It shall be the principles of the security unit that:

- i. officers conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules contained in this policy and otherwise disseminated by the College.
- ii. all College security officers be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest standards of professionalism.

Primary Responsibilities of the College Security Officer

The College security officer acts as an official representative of College on security. The officer's powers and duties are conferred by the College statute. The fundamental duties of the College' security officer include; protecting people and property from harm; protecting the innocent; keeping the peace; and ensuring the rights of all to liberty, equality, and justice.

Ethical Conducts of a College Security Officer

A College security officer shall perform all duties impartially, without fear and favour or affection or ill will and without regard to status, sex, race, religion, political belief, sexual orientation, or aspiration. All individuals shall be treated equally with courtesy and dignity on matters of security.

Officers shall not allow personal feelings, animosities, or friendships to influence official conduct. Laws and College regulations shall be enforced appropriately and courteously. In carrying out their responsibilities, officers shall strive to obtain maximum cooperation from the College community. They shall conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of trust they hold.

Discretion

A College security officer ought to responsibly use the discretion vested in the position and exercise it within the law. The principle of reasonableness shall guide the officer's determinations and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice under appropriate circumstance can be a more effective means of achieving a desired end.

Use of Force

A College security officer ought not to employ unnecessary force or violence and will use only such force as it is reasonable under the circumstance.

Force may be used only with the greatest restraint and only after discussion, negotiation, and persuasion have been found to be inappropriate and ineffective. While the use of force is occasionally unavoidable, every security officer will refrain from applying the unnecessary infliction of pain or suffering and ought not to engage in cruel, degrading or inhumane treatment of any person.

Confidentiality

Whatever a College security officer sees, hears, or learns of, which is of a confidential nature shall be kept secret unless the performance of duty or legal provision requires otherwise. Members of

the College community reserve the right to security and privacy, and information obtained about them must not be improperly divulged.

Integrity

A College security officer shall not engage in acts of corruption or bribery, nor shall an officer condone such acts by another colleague. The College community demands that the integrity of the College security officers be above reproach. College Security Officers must avoid any conduct that might compromise integrity and community confidence in the College security unit. Officers shall refuse to accept any gifts, presents, subscriptions, favours, gratuities, or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. College security officers must not receive private or special advantage from their status. College security shall note that respect from the College community cannot be bought; it can only be earned and cultivated.

Cooperation with Other Officers and Agencies

College security officers shall cooperate with all legally authorized agencies and their representatives in the pursuit of safety and security. Representatives of other legally authorized agencies shall be treated with respect and consideration at all times.

Personal / Professional Capabilities

College security officers shall be responsible for their own standard of professional performance, and shall take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Through study and experience, a College security officer can acquire the highest level of knowledge and competence that is essential for the efficient and effective performance of duty.

Private Life

College security officers shall conduct themselves in a manner that does not bring the College into disrepute. A College security officer's conduct while, off duty must always be exemplary, in order to maintain a position of respect in the community in which he or she lives and serves.

Other codes of ethics which each member of the Security unit shall keep in mind are:

- i. College safety and security is an honorable service. Service in this field demands a professional rather than occupational responsibility. Personal honour, a desire for professional status, and devotion to service above self, are the motives which impel College security officers to discharge their responsibility in full measure.
- ii. College security officers' lives are those of self-sacrificing to a high ideal, based upon their recognition of the responsibilities entrusted to them and the belief that College law enforcement is an honourable service. They shall fully accept their responsibilities to defend the right, to protect the weak, to aid the distressed and to uphold the law in public and private living. They accept the obligation to report facts and to testify without bias or display of emotion, and to consider all information coming to their knowledge by virtue of their position as a sacred trust to be used for official purposes only. They shall give their loyal and faithful attention to the identification of offenders, being equally alert to protect the innocent and safeguard the rights of the accused. They shall perform the functions of their office without fear and favour or prejudice and shall not engage in unlawful or improper practices.
- iii. They shall not disclose to unauthorized persons any information concerning pending matters which might be prejudicial to the interest of the unit, the College or the state.
- iv. They shall not seek to benefit personally, by any confidential information, which has come to them by virtue of their engagements. They shall be respectful and courteous to all people. They shall be faithful and loyal to the College, constantly striving to cooperate with and to promote better relations with other agencies and their representatives in matters of mutual interest and obligation.
- v. There must be a moral philosophy and strong appreciation of the need for service in any profession. Unwavering adherence to such moral philosophy will earn for officers the respect and support of the community.

STANDARDS OF CONDUCT

This is to provide additional specificity to the standards of conduct embodied in the security officer's code of ethics and the College's statement of values so that officers of this Unit will better understand prohibitions and limitations pertaining to their conduct and activities while on/off duty.

Obedience to Regulations and Orders

- a. Officers shall not violate any College policy, rule or procedure
- b. Officers shall obey all lawful orders
- c. Officers shall not willfully violate any local or state laws
- d. Officers shall abide by College Security Unit regulations
- e. No member of the department shall incur a liability, chargeable against the College, without proper authorization
- f. An officer shall maintain and exhibit sufficient competencies to perform his or her duty and to assume the responsibilities of his or her position

Accountability, Responsibility and Discipline.

- i. Officers are directly accountable for their actions through the chain of command, to the Head of the department.
- ii. Officers shall cooperate fully in any administrative investigation conducted by this or other authorized department and shall provide complete and accurate information in regard to any issue under investigation.
- iii. Officers shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability nor shall they engage in efforts to thwart, influence, or interfere with an internal criminal investigation.
- iv. Officers who are arrested, cited, or come under investigation for any criminal offense in the College or any other jurisdiction shall report this fact to a superior as soon as possible.
- v. Upon returning to duty from any period of absence, all officers shall update themselves about all new orders, College rules and regulations, memoranda, and all other important matters governing their assignments.

Conduct Toward Fellow Employees

- i. Employees of the security department shall not use language or engage in acts that demean, harass, or intimidate other persons.
- ii. Employees of the security department shall cooperate and coordinate their efforts with other employees of College to ensure maximum effectiveness.
- iii. All officers shall transmit all official communications promptly, accurately and completely to other members of the Unit as required and shall immediately notify their supervisor of any matter of importance that came to their attention over the course of their period, or otherwise. They shall call to the attention of their relieving officers any information regarding unresolved problems that may arise during the next shift.
- iv. All officers shall come to the immediate aid, assistance or protection of fellow officers who, in the performance of their duties, require such aid and assistance.

Conduct Towards the Public

- i. Officers shall conduct themselves towards the public in a civil and professional manner that connotes a service orientation and that will foster public respect and cooperation.
- ii. Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of their duty.

Use of Alcohol and Other Substances

- i. No alcoholic beverage or banned substance shall be served or consumed at duty post.
- ii. No officer shall report for duty on suspicion of drunkenness, with the odor of alcoholic / banned substance in his/her mouth or breath.
- iii. Officers must report the use of any substance, prior to reporting for duty that impairs their ability to perform as a security officer.
- iv. Supervisors shall order screening test when they have reasonable suspicion that an officer is using and / or under the influence of drugs or alcohol.

Prohibited Conduct

- i. An officer of the security Unit shall not submit any false or inaccurate information or knowingly enter same into any security record books.
- ii. An officer shall not feign illness or injury, falsely report himself or herself ill or injured, or otherwise deceive or attempt to deceive any supervisor as to the condition of his or her health.
- iii. An officer shall not exhibit any act of insubordination in his or her duties.
- iv. Officers shall not be absent from assigned duty without leave; leave their post or assignment without being properly relieved.

Statements, Appearances, and Endorsements

- i. Officers shall not, under any circumstance make any public statement that could be reasonably interpreted as having an adverse effect upon the Unit's morale, discipline, operation of the unit, or perception of the College.
- ii. Officers shall not divulge or willfully permit to have divulged any information gained by reason of their position, for anything other than its official authorized purpose, unless authorized to make any statements, speeches, or appearances that could reasonably be considered to represent the views of this College.

Discipline

For the purpose of specificity and for the avoidance of doubt, some infractions and related penalties/disciplinary action can be categorized as follows:

Major offences

The following may constitute major offences

- i. causing death
- ii. causing loss of property.
- iii. causing physical or psychological problem.
- iv. bringing the College into serious disrepute.
- v. exposing the security network or operation.

- vi. putting the security of the College at risk.
- vii. deserting of post or leaving point of duty without permission or being properly relieved.
- viii. sleeping on duty.
- ix. disobeying lawful order given by a superior (verbal or non-verbal) or gross insubordination.

Minor Offences

The following shall constitute minor offences

- i. causing inefficiency at work.
- ii. causing disaffection among members of the College Security Unit or attempt to induce any member to commit breach of peace.
- iii. absence from duty without proper permission.
- iv. drinking or smelling of alcohol on duty.
- v. Insubordination and use of abusive language on others.
- vi. Malingering or feigning sickness.
- vii. Lateness to duty.
- viii. Accepting directly or indirectly any gift that may influence an officer in the discharge of his/her duties.
- ix. Any minor act of misconduct likely to prejudice good order and discipline of the security section.
- x. Any other act of negligence of duty

Penalties

Major Offences

- a. Civil or criminal prosecution
- b. reduction in rank (demotion)
- c. embargo on salary
- d. dismissal

Minor offences

- a. verbal warning
- b. query letter
- c. reprimand

Miscellaneous

Where an officer absents him/herself from duty without permission for 14 consecutive working days, he/she shall be deemed to have vacated post, and shall be liable to summary dismissal, unless satisfactory reason is given for his/her conduct.

Where there is a reliable information that an officer has been convicted for a criminal offence, whether before or after his appointment, he shall be liable to summary dismissal.

Other policy violations shall be subjected to similar disciplinary actions by the College Management on the advice of the disciplinary committee. Penalties may range from warning up to and including termination based on severity.

5. INCLUSION RESPONSIVE STATEMENT

All provisions made by this policy shall apply to all manner of persons considered as stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background/affiliation in such a manner that no act of discrimination is promoted under any circumstance in any engagement of the College.

6. RESPONSIBILITY FOR IMPLEMENTATION

- a. The Principal of the College
- b. The Academic Board of the College
- c. The Security Unit of the College

7. RESPONSIBILITY FOR MONITORING

- a. The Principal of the College
- b. The Academic Board of the College

8. KEY STAKEHOLDERS

- a. The College Governing Council
- b. The Academic Board of the College
- c. The Staff of the College
- d. The Students of the College
- e. The Security Unit of the College
- f. Colleges of Education Teachers Association of Ghana (CETAG)
- g. Colleges of Education Non-Teaching Staff Association of Ghana (CENTSAG)

9. EFFECTIVE DATE

6th September, 2020.

10. REVIEW DATE

2023

11. SPONSOR

The College Principal

12. AUTHOR

The College Principal

13. APPROVAL AUTHORITY

The Governing Council of the College

14. FURTHER INFORMATION

For further information or enquiries regarding this policy, please contact the following:

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