

SM 4/7/66

Traffic & Parking

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TO Senate

FROM: Registrar

SUBJECT: Traffic & Parking Regulations
and Security Regulations

DATE: June 23, 1966

The attached Traffic & Parking Regulations and Security Regulations have been approved by the Board of Governors.

Student infractions of these regulations (most frequently in the case of a student refusing to identify himself) are reported by Mr. Hope, the Traffic and Security Officer, to the Faculty Council.

The Faculty Council reviewed the Security Regulations before they were presented to the Board of Governors for approval.

Mindful of the Senate's desire, expressed at the May meeting, to have presented to it any general rule or regulation affecting a large number of people, the Faculty Council suggests that Senate consider the attached regulations as they affect students.

D. P. Robertson
Secretary, Faculty Council

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Traffic & Parking

Subject: TRAFFIC AND PARKING REGULATIONS

For further information contact: Manager, General Services

POLICY

1. Traffic and Parking Regulations set forth in this instruction apply to all self-propelled vehicles, including trucks, automobiles, motor cycles and scooters.
2. These regulations will apply throughout the University area. They are issued under authority of Chapter 52, Section 46, Sub-section C & N of the Universities Act, 1963.
3. Authority to Change
Changes in these regulations and in parking facilities may be made from time to time. Whenever possible, advance notice of changes will be given.
4. Definition of Vehicle
In these regulations "vehicle" is used to denote any self-propelled vehicle including trucks, automobiles, motor cycles, motor scooters and motor bicycles.

PROCEDURE

5. PARKING

- (a) All parking must be within confines of the designated parking areas. Vehicles must be parked correctly as indicated in all parking lots, either within the concrete headers at the end of the parking bays, or within the white lines or other delimitation marking, and not in any roadway. Any vehicle not so parked will be towed away and stored at the owner's expense, pursuant to the M.V. Act of B.C. and the Universities Act.
- (b) No person shall park a vehicles in contravention of any parking sign.

6. RESERVED PARKING

(a) Covered Area

- (i) \$15.00 per semester for Faculty and Senior Staff only.
Numbered "Reserved Parking" sticker provided for reserved space 7:00 to 7:00 p.m. Monday to Friday and 7:00 a.m.

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to 12:00 p.m. Saturdays, but excluding Saturday afternoons, Sundays, Holidays and Ceremony Days.

Meter hoods and padlocks to Faculty and Senior Staff only on a refundable deposit of \$5.00 for reserving reserved parking holder's space at times other than above reserved hours, except during Ceremony Days when hunting privilege will apply in all areas not reserved for Guests. Abusing the privilege of using hoods will result in their confiscation and they will be reissued only on the payment of \$2.00.

- (ii) \$15.00 per semester for Staff and Students. Numbered "Reserved Parking" sticker provided for reserved space 7:00 a.m. to 7:00 p.m., Monday to Friday, and 7:00 a.m. to 12:00 p.m. Saturdays, but excluding Saturday afternoons, Sundays, Holidays and Ceremony Days.

Staff and Students with "Reserved Parking" stickers have hunting privilege for free parking in covered area including "Visitors Parking" area after 7:00 p.m., Monday to Friday, Saturday afternoons, all day Sundays and Holidays, and in portion of covered parking area not reserved for Guests on Ceremony Days.

- (iii) \$3.00 per semester for motorcycles and scooter drivers in areas designated for motorcycles and scooters on a 24-hour basis.

(b) Uncovered Parking

- (i) Reserved - all spaces \$10.00 per semester on a 24 hour basis.

- (ii) Remainder - free

(c) Metered Parking

(I) Location.

Pay parking meters are provided in the Mall Covered Parking area for visitors and members of the faculty, staff and student body.

(II) Hours of Operation.

Meters are enforced at all times daily including Sundays and Holidays, but not on Ceremony Days during designated hours in areas reserved for Guests.

(III) Meter Tolls.

- (i) Visitors Parking Area - 10¢ first hour
10¢ second hour
(ii) Other meters = 25¢ for 10 hours

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Traffic Bureau

(IV) Meter Toll Exemptions.

Vehicles displaying valid "Reserved Parking" stickers are exempted from meter tolls, except in the Visitors metered parking area between 7:00 a.m. and 7:00 p.m. Monday to Friday and 7:00 a.m. to 12:00 p.m. Saturdays.

(V) Meetings and Functions.

When special meetings or functions are to be held, "No Parking" hoods will be placed on those meters in the "Visitors Parking" area required for the occasion.

(VI) Meter Violations.

The following fines will be imposed for meter violations:

- 1st offence - \$2.00
- 2nd offence - \$3.00
- 3rd offence - \$5.00

(d) Reserving Priorities

- (i) Faculty and Senior Staff members may reserve parking space for the following semester by applying at the Traffic Office prior to the end of the current semester.
- (ii) Drivers participating in bona fide car pools or driver with two or more regular passengers may apply for reserved parking space during the first week of any semester.
- (iii) Spaces not reserved by the end of the first week of any semester on the basis of (i) and (ii) above will be assigned to applicants on a first-come, first-served basis.

(e) Reserving Procedures

Members in (d) above will apply at the

- (i) Traffic Office where a receipt form will be issued. The parking fee will be paid to the Cashier in the Bursar's Office. Upon presentation of a "Paid" receipt form to the Traffic Office a "Reserved Parking" sticker will be issued.
- (ii) Stickers will be affixed to the lower left corner of the windshield on automobiles and on a conspicuous place on motor-cycles and scooters.
- (iii) Stickers are issued for a specific vehicle only. If removed from the vehicle, or if the sticker is not properly affixed, it may be taken by any member of the Traffic and Security Patrol by any necessary means.
- (iv) Refunds. In exceptional circumstances when a faculty, staff or student has paid for Reserved Parking and through circumstances beyond his or her control can no longer use the vehicle on campus,

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a refund may be approved on the following scale:

| <u>Fee Paid</u> | - | <u>\$15.00</u> | <u>\$10.00</u> |
|-----------------------|---|----------------|----------------|
| Up to one month's use | | \$10.00 | \$7.00 |
| Up to two months' use | | 5.00 | 4.00 |
| Over two months' use | | nil | nil |

Applications for refunds must be made in writing, accompanied by the sticker, to the Traffic Office.

7. SPEED LIMIT

Driving speed in the immediate vicinity of the University is restricted to 20 m.p.h., in the covered parking area 10 m.p.h., and in other areas as displayed by authorized signs.

8. ENFORCEMENT

(a) Traffic Offence notices will be placed on the windshields of vehicles parked illegally, or in violation of these regulations. Traffic officers or patrolmen do not have authority to cancel or withdraw Traffic Offence notices at any time or for any reason.

(b) Impoundment. Vehicles may be impounded if:

1. A vehicle is impeding or obstructing the flow of traffic.
2. A vehicle is parked on University property in a place not designated for parking.
3. When a person repeatedly ignores Traffic Offence warnings.
4. When normal enforcement action is proving ineffective.

(c) Penalties. When a vehicle is impounded, a charge of \$10.00 will be made in addition to any fine imposed. Fines must be paid to the Cashier in the Bursar's office in accordance with the following schedule:

| | |
|------------------------------|---------|
| First Offence | \$ 5.00 |
| Second Offence | 10.00 |
| Third and Subsequent Offence | 25.00 |

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- (d) Failure to Report and Alternative. Failure to report to the Traffic Office in accordance with the Traffic Offence notice within 48 hours, will constitute a further offence, and may result in an increased fine. If, however, the receiver of a T.O. notice is unable to comply within the 48 hours, he or she must inform the Traffic Office and arrange to report at an early date, quoting the T.O. notice number.
- (e) Failure to Pay Fines. Any student failing to pay a fine may have his vehicle impounded, and the amount of the fine will be the first charge against his following semester fees.
- (f) Appeal. Appeals against fines may be made IN WRITING to the Manager, General Services.

[Signature]
Manager, General Services

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Security

Subject: SECURITY REGULATIONS

For further information contact: Manager, General Services

AUTHORITY

1. These regulations are issued by authority of the Board of Governors of Simon Fraser University, effective 20 January, 1966.
2. These regulations apply to:
 - (a) Members of the faculty and staff of Simon Fraser University.
 - (b) Graduate and undergraduate students enrolled in Simon Fraser University.
 - (c) All personnel of contractual firms providing a service to Simon Fraser University.
 - (d) Visitors to Simon Fraser University.

GENERAL

3. The traffic and security patrol under contract to Simon Fraser University are responsible for the security of Simon Fraser University grounds, property, equipment and stores. Security is also a responsibility of all members of Faculty and Staff.
4. A Guide to Members of Faculty and Staff Responsible for the Security of University Property is attached as Annex "A"

IDENTIFICATION CARDS

5. In order that the patrolmen may be able to check that no person is in a building without authority, all members of faculty and staff and graduate and undergraduate students must carry a Simon Fraser University Identification Card (Library Card).
6. Identification Cards must be produced when requested by a person charged with the security of Simon Fraser University buildings, grounds or property.

AUTHORITY - SECURITY PATROLS

7. A member of the Traffic and Security Patrol has under these regulations:
 - (a) authority to ask for Identification Cards of persons on University property;
 - (b) authority to question persons found on University property concerning their purpose for being on the property and concerning any object or thing which they may be attempting to remove from the property;
 - (c) authority under Section 437 of the Criminal Code of Canada to arrest without warrant a person he finds committing a criminal offence on or in relation to University property;
 - (d) in common with all citizens, has authority under Section 434 of the Criminal Code of Canada to arrest without warrant a person he finds committing an indictable offence;

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- (e) a duty as provided by Section 438 of the Criminal Code of Canada to deliver forthwith any person he has arrested to the Royal Canadian Mounted Police.

SECURITY OF BUILDINGS

8. (a) Faculty, Staff and Graduate Students

- (1) During the period from 6:00 a.m. to 8:00 p.m. on normal working days, faculty and staff shall share in the responsibility of security of buildings and contents as long as they are on the premises. Before leaving a building on completion of a working day or after having returned to a building during off-hours, faculty, staff and graduate students will ensure all windows and doors are locked and lights turned off in the area they have been occupying or using.
- (2) When experiments are in progress, which involve the use of gas, electricity or water, faculty and staff must ensure, where possible, that these services are turned off at the completion of the working day. When it is not possible to turn off these services, the Patrol will be notified and will give special attention to these buildings or areas during the night, weekends, and holidays. It will be the responsibility of the department conducting experiments to place a sign on the doors of the rooms indicating the name and telephone number of the person(s) to be contacted should the Patrol discover an unusual occurrence.

(b) Janitorial Staff

When janitorial staff are working in a building they shall be responsible for the security in the areas in which they are working. They shall ensure only the room they are working in is open and that such rooms are locked when they vacate them. They are responsible for checking persons who wish to use the rooms in which they are working. Detailed duties are included in Annex "B" to these regulations.

(c) Security Patrols

The Patrol shall be responsible for security of buildings and contents throughout their period of duty, except for areas in which the janitorial staff is engaged in cleaning. In these latter areas they have a responsibility to report actions not compatible with these regulations, and to act when requested by the janitors, or when in his opinion action on his part is required, to protect the security of the building and contents. Specific duties and Patrols are as detailed in Annex "C" to these regulations and as set forth from time to time by the Traffic, Security and Fire Prevention Supervisor.

REPORTING OF INCIDENTS

9. When it is believed accommodation has been unlawfully entered or an article of equipment of the University has been deliberately damaged, lost or stolen, the incident MUST be reported immediately to the Traffic, Security and Fire Prevention Supervisor (Local 3101).


President

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Security
Annex "A" to
SECURITY REGULATIONS

GUIDE TO MEMBERS OF FACULTY AND STAFF
RESPONSIBLE FOR THE SECURITY OF
UNIVERSITY PROPERTY

1. GENERAL

The following paragraphs are included as a guide to Faculty and Staff charged with security of University property. Adoption of these measures will:

- (a) increase the security of University property and buildings
- (b) constantly bring the need for security to the attention of Faculty, Staff and Students
- (c) assist the Traffic, Security and Fire Prevention Supervisor and R.C.M.P. in the investigation of incidents involving loss or theft of University property.

2. REPONSIBILITY FOR SECURITY

Department Heads are responsible for security of University property within their departments during working hours or when occupied by Faculty and Staff after working hours.

Heads of administrative divisions and departments are responsible for security within their organizations during working hours and when staffs are employed after working hours.

3. BUILDING SAFETY AND SECURITY

The measures to be taken will vary with the nature of the building and the equipment in it. Whenever expensive or potentially dangerous equipment is in use a Safety and Security Officer should be appointed either for the building as a whole or for specific rooms in the building.

The responsibilities of this officer should include:

- (a) drafting of Security and Safety Regulations,
- (b) implementing and checking security and safety precautions,
- (c) ensuring that the personnel concerned know the location and method of using the safety equipment in the building.

4. CLASSIFIED PAPERS

All papers which for any reason may not be read by all persons, including students, shall be considered "classified papers". These papers should be handled as follows:

- (a) when in use be kept in a file cover,
- (b) when not in use locked in a filing cabinet or safe,
- (c) rough drafts and carbons used on such papers handled as the papers themselves until the drafts, carbons, etc., can be destroyed by fire or shredding,
- (d) distribution kept to a minimum and distributed copies no longer required collected and/or destroyed.

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5. SECURITY OF MATERIAL

- (a) All laboratories, classrooms, buildings and other accommodation which contain machinery, chemicals, tools and other attractive items should be locked when not in use.
- (b) A list of all serially numbered articles such as typewriters, calculators, power tools, etc., on charge to a faculty or department should be recorded and maintained.
- (c) As the law demands identification for prosecution and return of stolen property, all attractive items of equipment, not serially numbered, on charge to a faculty or department should as far as practicable be suitably marked to ensure identification.

Annex "B" to
SECURITY REGULATIONS

INSTRUCTIONS TO JANITORIAL STAFFS

1. GENERAL

Under paragraph 8(b) of Simon Fraser University Security Regulations, janitorial personnel are responsible for security of buildings and equipment in the areas in which they are working. To ensure maximum security is maintained the following instructions will be observed.

- (a) Unlock only those doors in the room in which cleaning is being done. The practice of unlocking all doors in a corridor pending cleaning of each room is forbidden.
- (b) Turn out lights and lock doors when cleaning of a room has been completed.
- (c) Keys must be kept on a hoop of wire or stick large enough to preclude placing them in a pocket and consequently taking them off the campus.
- (d) Keys, when not in use must be kept in a locked cabinet under the control of the janitorial staff supervisor.
- (e) If an unusual situation is discovered during cleaning operations, it should be reported to the Security Patrol immediately. Items in rooms where an unusual incident has occurred should not be disturbed until the Security Patrol has given permission to proceed with the cleaning.
- (f) If a member of the faculty, staff or a graduate student wishes to enter a room in which janitorial staff is working, he must produce his Identification Card. Any other person must not be permitted to enter and should be referred to the Security Patrol.

Janitorial staff will not enter rooms which have been signed to the effect that they are dangerous to enter or an experiment is being conducted.

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Security
Annex "C" to
SECURITY REGULATIONS

TRAFFIC AND SECURITY PATROL
DUTIES AND INSTRUCTIONS

1. GENERAL

These instructions are issued to amplify those contained in paragraphs 7 and 8 of the Security Regulations.

When it is necessary to take action against a person under these regulations and such a person will not conform, his or her name and identification number should be reported to the Traffic, Security and Fire Prevention Supervisor. If the offence is of such a nature to warrant arrest, action should be taken in accordance with paragraph 7(c) or (d) and (e) of the regulations.

2. DUTIES

- (a) Control and direct traffic in the immediate area of the University and parking lots.
- (b) Patrol parking lots and roadways to check for traffic and parking violations.
- (c) Patrol buildings and the mall to ensure there is no willful damage, theft, gambling, drinking or unseemly conduct taking place.
- (d) Check buildings and services for electrical, mechanical or structural defects or malfunctions and closing of exterior doors which have been inadvertently left open.
- (e) Report any unusual incident to the Traffic, Security and Fire Prevention Supervisor immediately, followed by a report in writing or in the daily log.
- (f) Lock exterior doors of buildings at the following times during normal working days:

(1) LIBRARY BUILDING
Administrative Area - 6:00 p.m.

(2) ACADEMIC QUADRANGLE
and SCIENCE COMPLEX - 8:00 p.m.

(3) THEATRE
(unless in use) - 6:00 p.m.

(4) GYMNASIUM - When vacated
by users.

- (g) Unlock exterior doors of buildings at the following times:

(1) LIBRARY BUILDING
Administrative Area - 7:45 a.m.

(2) ACADEMIC QUADRANGLE
and SCIENCE COMPLEX - 6:00 a.m.

(3) THEATRE - 7:45 a.m.

(4) GYMNASIUM - By others.

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- (h) Turn out lights and lock all doors in unoccupied offices, classrooms, laboratories, etc., which have been overlooked by occupants.
- (i) Permit entry to buildings only to those Faculty, Staff or Graduate Students who can produce a Simon Fraser University Identification Card.
- (j) If a student has a bona fide reason for entering a building and he produces an Identification Card, escort him to his intended location and immediately out of the building again.
- (k) Check all doors during round to ensure they are locked.
- (l) Patrol the campus at least once every two hours on a varying time and route basis.
- (m) Ensure one patrol is on the telephone switchboard at all times when it is not manned by a telephone operator.
- (n) Patrol the interior of Madge Hogarth House only when called upon to do so by the Resident Supervisor or a senior official of the University staff, or in the event of an emergency.
- (o) In case of suspected trouble in a room or area which has been signed by a Department because it is dangerous or an experiment is in progress, immediately contact the person whose name is on the door or failing that, the Department Head. Under no circumstances should the Patrol enter these rooms or areas prior to contacting the individual concerned.
- (p) Maintain a log of all unusual incidents including such items as doors left unlocked, lights left on, malfunction of locks, or mechanical and electrical equipment, etc. If names of individuals are known, these should be included in the log report.
- (r) When a break of the Code of Conduct such as malicious damage, theft, misuse of University property, gambling, intoxication or drinking of intoxicating liquors is observed being performed by a student or his or her guests, obtain the identification number and name of the student and report it and the incident to the Traffic, Security and Fire Prevention Supervisor as soon as possible.