

# Security Policy

Author(s): **D Del Rizzo**  
Department: **Board of Directors**  
Version: **1.0**  
Date: **2018-10-10**

The logo for CFUZ, consisting of the letters 'C', 'F', 'U', and 'Z' in a bold, white, sans-serif font. The letters are set against a solid orange background that forms a horizontal bar across the bottom of the page. The 'C' is the largest, followed by 'F', 'U', and 'Z'.

*Peach City Community Radio Society*

# **Security Policy**

## **1. Introduction**

This policy is intended to provide the Peach City Community Radio Board of Directors with a framework for the management, safety and security of the CFUZ premises and equipment owned, leased or rented by the Society, and the members and volunteers who participate in the business of the Society.

This document may be reviewed from time to time by the sitting Board of Directors, and may be modified as a result of these reviews. It is the responsibility of each member to keep apprised of the contents of this policy, and abide by the guidelines within.

## **2. Definition of Terms**

This section provides definitions for the terms used within this document.

- a. '*Society*' shall refer specifically to the Peach City Community Radio Society.
- b. '*Board*' shall refer specifically to the Board of Directors of the Society, elected by the membership at an Annual General Meeting of the Society.
- c. 'Member' shall refer to any or all members in good standing with the Society.
- d. 'Volunteer' shall refer to any individual or group of individuals who agree to volunteer their personal time in order to perform tasks or projects under the direction of the Board for the purposes of the Society.
- e. 'Committee' or 'Department' shall refer to any group of members or volunteers who are organized for the purpose of accomplishing a task or tasks on behalf of the Society.
- f. 'CFUZ' shall be considered to be a term interchangeable with Peach City Radio, referring to the organization or the Society as a whole.

## **3. Members & Volunteers**

Members and volunteers of the Society are generally individuals from the community who graciously donate their time and effort in aid of the Society from time to time. Those who participate in this way should expect that a reasonable level of personal safety are ensured by the Society during the time at which the individuals is engaged in the affairs of the Society. This includes coverage (where necessary) of personal liability

#### **4. Safety of Individuals, Property & Premises**

CFUZ property is defined as any location or space for which the Society owns outright, leases or rents for the purpose of conducting the business of the Society. This includes any permanent studio space, as well as space which is leased or rented for temporary use in the case of holding events within the community.

The intention of the measures outlined within this section of the policy are to provide security, safety and well-being for the members and volunteers who utilize the common space made available by CFUZ, as well as the equipment and objects within the premises which allow members and volunteers to operate the Station.

1. The Society shall secure a reasonable level of liability and fire insurance coverage for any long-term leased space where the business of the Society is to be conducted on more than a temporary basis.
2. The Society should secure insurance from theft of equipment and assets owned by the Society if the means of the Society are such that the financial situation allows for such coverage.
  - a. If the Society is unable to secure coverage from theft for equipment on the premises, every effort should be taken to safeguard the assets of the Society. This effort is to be led by the sitting Board of Directors.
  - b. If the Society is unable to secure coverage from theft for equipment on the premises, the incoming Board of Directors must acknowledge the level of theft insurance during the first Board meeting after an Annual General Meeting.
3. Access to any area leased by the Society on a long term basis shall be controlled by access code, key card, keyed lock or other coded mechanism.
  - a. Members and volunteers requiring access to the secured areas of the Society may be granted such access if:
    - i. They are members in good standing with the Society,
    - ii. They have attended a Radio 101 training session,
    - iii. They have signed a member code-of-conduct contract with the Society,
    - iv. They require access to the secured area in order to fulfill obligations to the Society, as described by a Departmental Director or Board Member, or
    - v. They are members of the Board of Directors of the Society.
  - b. Access to secured areas may be revoked at any time at the discretion of the Board of Directors.
  - c. Access codes shall be issued to individuals and may not be shared. Sharing of key cards and/or key codes is cause for revocation of access.
  - d. If an individual is deemed to no longer require access to the secured area, any activation card and/or code must be deactivated immediately.

- e. Key cards remain the property of the Society, and must be returned if no longer needed by an individual.
  - f. External access points should remain locked at all times, in order to maintain a level of basic security for members and volunteers at all times, but most especially during hours when the building is not generally occupied.
4. Proper protocol for the securing of any area must be clearly posted on or near the exit of the area.
  5. Emergency contact information shall be posted clearly in all areas where members and volunteers congregate. Procedures for contacting emergency services or individuals in various situations should be clearly outlined on this document, and reviewed periodically with all members who retain access to shared station spaces.
    - a. Abuse of emergency contact information is grounds for revocation of studio access privileges.
  6. Any individual entering the secured area of the Society must sign in to a physical log book with (at least) name and time of entry, and must sign out with time of exit upon leaving the secured area. Every individual entering the space must sign in, including guests.
    - a. Physical log entries should be kept for a period of at least 6 months prior to elimination.
  7. A fire extinguisher shall be made available in any area leased by the Society on a long term basis. The fire extinguisher shall be reviewed on an annual basis and replaced or recharged as recommended/required.
  8. The Society shall provide equipment and protocol for video surveillance of any area which is leased by the Society on a long term basis.
    - a. The video surveillance system should record any activity and/or motion within the premises at all times.
    - b. Labels shall be installed at the entry to any space where video surveillance is taking place, alerting members and volunteers that recording is ongoing for the purposes of security.
    - c. Recorded material shall be kept in accordance with the operation of the surveillance system to a maximum available level.
    - d. The video surveillance system, shall make a best effort to block the recording of any material on video monitors being used by members or volunteers within the premises to ensure the privacy of those individuals. This statement applies only if the capability is supported by the surveillance system.
    - e. Access to the recorded material shall be granted to a limited group of individuals who are entrusted with the operation of the Society. These individuals shall include:
      - i. The President of the Society.

- ii. The Vice President of the Society.
  - iii. The Technical Director.
  - iv. The IT manager of the Society.
- f. The archive of recorded material shall not be accessed by anyone, other than for the purpose of
- i. aiding an investigation by police or other authority, or
  - ii. to verify that access to the secure area is legitimate when an inquiry is made by a Board Member or Department Chair, or
  - iii. to aid an investigation by the Board of Directors regarding potential theft or vandalism of equipment owned by the Society, prior to involving external authorities.
- g. Live feed of the surveillance system shall be made accessible to those listed in 5.1, for the purposes of responding to alerts or information regarding unauthorized activity within the premises. This statement applies only if the capability is supported by the surveillance system.
- h. Any passwords or modes of access to the surveillance system must be renewed annually, after the first meeting of the Board following the Annual General Meeting.

## **5. Equipment**

This policy applies to any equipment and/or assets owned by CFUZ (Peach City Radio) technical in nature. Including, but not limited to:

- a. FM signal broadcasting and/or receiving equipment
  - b. Analog or digital audio playback and recording equipment
  - c. Computers, monitors and all peripheral devices
  - d. Any equipment used to supply or filter electricity
  - e. Any equipment used in an auxiliary nature to the above activities (such as microphone booms, mixers, cables, etc...)
  - f. Any equipment used to promote Peach City Radio or CFUZ while operating in the community (posters, display boards, tables, etc...)
1. Any person using equipment owned by CFUZ should be members of the Society in good standing.
    - a. Guests and non-members should not operate CFUZ equipment without member supervision and proper training.
  2. Any equipment belonging to the Society with a replacement cost value over \$100 shall abide by the following protocol.

- a. The equipment shall be catalogued with all pertinent information required to replace the equipment (model number, source, etc...).
  - b. The equipment shall be issued an internal index number to be used as a reference for the equipment in Society records.
  - c. A label indicating the equipment is owned by the Society shall be affixed to the physical equipment. This label shall include a statement indicating ownership, the address of the Society, contact phone number, and internal index number of the equipment.
  - d. The Technical Committee shall keep a record of all catalogued CFUZ equipment, and report to the Board of Directors from time to time on the status of all station equipment.
3. Equipment owned by the Society for the purpose of facilitating the work of the Society *within* the studio, by members in good standing of the Society is governed by the following:
- a. Such equipment should not be removed from the studio in order to perform another purpose, unless authorized by the Technical committee and approved by the Board of Directors.
  - b. In the event of damage to any equipment within the studio by a member/volunteer, where the damage can be shown to have been caused by the member/volunteer, the member/volunteer is responsible for replacement of the equipment, reimbursement for the equipment, or repair of the equipment. The Board of Directors shall decide on a case by case basis how replacement, reimbursement or repair of equipment is to proceed.
4. Equipment owned by the Society for the purpose of facilitating the work of the Society *outside* of the studio, by members in good standing of the Society is governed by the following:
- a. Such equipment may be loaned to members and/or volunteers in order to perform the work of the Society from time to time.
  - b. Members/volunteers intending to use CFUZ equipment must sign the CFUZ Equipment Waiver, acknowledging their responsibility for any loaned equipment. Upon signing the CFUZ Equipment Waiver, the member/volunteer must be approved by the Technical committee, and authorized for equipment use. Authorization includes a member of the Technical Committee providing instruction (verbal or on paper) of the basic use of the equipment.
  - c. Members/volunteers must sign out any equipment which they intend to remove from the studio, providing their name, email address, current contact phone number and time of sign out, in addition to the intended date and time of return for the equipment.
  - d. Members/volunteers who sign-out or borrow station equipment should return equipment promptly and without delay.
  - e. In the event of damage to any equipment loaned to a member/volunteer, where the damage can be shown to have been caused by the member/volunteer, the

member/volunteer is responsible for replacement of the equipment, reimbursement for the equipment, or repair of the equipment. The Board of Directors shall decide on a case by case basis how replacement, reimbursement or repair of equipment is to proceed.

5. The Board of Directors shall evaluate on a regular basis, any outstanding equipment loans, and initiate a recovery process for outstanding equipment upon reviewing the results of this evaluation.