

**Purpose:**

- 1 To provide a safe environment for City employees, contractors, and the public;
- 2 To balance security needs with providing a welcoming and accessible environment;
- 3 To protect the City's information, infrastructure, and assets from damage, compromise, and loss;
- 4 To proactively manage potential security risks; and
- 5 To outline the City's approach to corporate security.

**Policy Statement(s):**

- 6 The City is committed to:
  - (1) A secure environment for employees and public visitors;
  - (2) Appropriate access to City facilities and information;
  - (3) Protection of publically-owned assets from loss, theft and/or damage; and
  - (4) Security measures that fit each facility's unique needs and challenges while ensuring standardization and adherence to best-practices.
- 7 Corporate Security will identify, analyze, mitigate, and prepare for risk. Internal processes will be implemented to respond to security-related incidents when they occur.
- 8 The City will ensure clear direction, consistent messaging, and accountability measures are given to all departments and divisions in an effort to create and maintain safe and secure City facilities. This pertains to all areas of corporate security including:
  - (1) Security of people;
  - (2) Security of facilities, assets and critical infrastructure;
  - (3) Security of information and technology networks; and
  - (4) Security of financial interests.
- 9 The City strives for continuous improvement in regards to corporate security.

**Definitions:**

- 10 Risk: Risk is an uncertainty that affects The City.

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**References/Links:**

- 1 2005-CA Occupational Health & Safety
- 2 2205-CA Working Alone

- 3 2205-CP Working Alone
- 4 2208-CA Workplace Violence
- 5 2211-CA Bomb and Other Threat
- 6 2211-CP Threat Response
- 7 2212-CP Corporate Security
- 8 5029-CA Integrated Risk Management
- 9 5201-CP Information Technology Usage and Security
- 10 5404 -CA Corporate Banking and Payment Handling

**Scope/Application:**

- 1 The policy applies to all employees of The City of Red Deer.

**Authority/Responsibility to Implement:**

- 1 General Managers & Department Managers: Manage security activities within their respective work units, contribute to the implementation of consistent corporate standards, and hold employees accountable for expected actions, as outlined herein.
- 2 Corporate Security (Protective Services): Establish corporate standards, procedures and guidelines to support the successful implementation of this policy.
- 3 Occupational Health & Safety (HR): Provide expertise in support of employee safety as it pertains to corporate security, review incidents where employee safety issues arise and ensure compliance with OHS legislation and policy.

**Inquiries/Contact Person:**

- 1 Corporate Security Specialist (Protective Services)

**Policy Monitoring and Evaluation:**

- 1 This policy will be reviewed every three years. A review may occur at an earlier time, as required.

**Document History:**

Document Number: 1223364

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: January 28, 2014	"Craig Curtis"	City Manager
Revised: October 21, 2019	"Allan Seabrooke"	City Manager
Revised: July 13, 2020	"Allan Seabrooke"	City Manager