

POLICY NO:	AD 016
POLICY TITLE:	SECURITY POLICY
DEPARTMENT:	ADMINISTRATION
APPROVAL DATE:	38-02-07 (February 27, 2007)
REVISION DATE:	
REVIEW DATE:	

Policy Statement:

The County of Vermilion River wishes to safeguard the assets and documents, which it manages, through various security systems and mechanisms.

Background:

1. Insurance use is not considered a security system - lower insurance premiums are provided to entities who have installed and use specific security mechanisms and policy/procedures
2. Various security systems and mechanisms have varied levels of success – specific systems will be approved based on a balance of success and cost

Definitions:

- County User: Council and employees
- Non-County User: Members of Committees and other Organizations
- Contractors: Individuals or Companies who have been arranged to provide services to the County on an ongoing or temporary basis.
- Work Hours: See Policy PE 020
- Security Level #1: The County Administrator, Assistant Administrator and all managers will determine when and what access a specific County / Non-County User or Contractor is given - they are to ensure security systems are adjusted when there are changes to the status of those previously given a Security Level 2 or 3
- Security Level #2: A user who has been given authorization to use security systems to give access to County facilities for themselves or others
- Security Level #3: All County or Non-County User or contractor who have authorized access to County facilities

Approaches To Accomplish Policy Goal:

1. The County will work with the RCMP and various security groups such a Rural Crime Watch to increase awareness of unauthorized activities on county properties
2. The number of individuals with security levels 1 or 2 is to be minimized while providing for the reasonable access and performance of necessary services.
3. A County User must be in attendance for the duration Non-County Users and Contractors are provided access to County facilities unless a specific Agreement is in place that addresses security and confidentiality
4. Security discussions will be a regular part of Manager Meeting to encourage awareness and implementation of additional security systems when appropriate

Guidelines:

Administration Building:

1. Chubb Security System to be used to control and record those who have access to this facility
2. Keys are provided only to individuals who have a security level 1 or 2
3. Locks shall be changed periodically when deemed prudent
4. Doors are to be locked:
 - a. After work hours at all times unless under temporary supervision by a County User
 - b. During work hours if they are not visible or in use by County Users
5. Emergency security shall be provided for the receptionist area
6. Lighting shall be provided over the doorways of the building

County Shops / Yards (Main and Gradersheds):

1. Shop Doors are to be locked:
 - a. After work hours at all times unless under temporary supervision by a County employee
 - b. During work hours if they are not visible or in use by County employees
 - c. Locks are to be changed periodically when deemed prudent
2. Yard Gates are to be locked:
 - a. After work hours at all times unless under temporary supervision by a County employee or specific prearranged deliver is authorized
 - b. Locks are to be changed periodically when deemed prudent
3. Fencing around the perimeter of yards will be provided where deemed necessary
4. A combination of Signage, Lighting and Surveillance Systems shall be used at the Main Yard
5. The Main Fuel tank will have coded access to record & track usage

Water & Sewer Systems & Gas Regulation Buildings

1. Doors are to be locked during work hours if they are not visible or in use by County Employees
2. Water well heads are protected by culverts, covered and pad locked
3. A light is installed over the doors at all water treatment plant
4. Sewer Lift stations accesses and control panels are pad-locked
5. Lagoons have barb wire fences around the perimeter as well as pad locks on the gates
6. Fencing of gas regulation buildings will be done where necessary

County Equipment / Vehicles:

1. All heavy equipment and vehicles are to be identified as County property by means of the County Logo and /or other identification approaches
2. All vehicles shall not have keys to be left in the vehicle, when parked unless they are parked in a County building that provides security
3. Arrangements will be make when possible with property owners close to construction sites for heavy equipment / and fuel trailers to be parked near their residents for supervision
4. All heavy equipment shall have coded keys when possible rather than regular keys
5. GPS Alarm systems will be phased into use as new technology is feasible
6. Towers – agreements with the authorized users will address vandalism and security of equipment

Other County Facilities:

1. Parks and Recreation areas, managed by the County, will have signage to address reporting and vandalism
2. Adjacent landowners will be asked to report any suspicious activities they notice on County property to increase awareness and response to any situation

Implementation:

1. This policy will be provided as part of employee orientation
2. Budgets shall provide for adequate resources to implement the standards set out in this policy
3. SOPs shall be developed to provide proper procedures and controls for the approaches approved by this policy