



## ADMINISTRATION POLICY:

### Loss Prevention

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**Policy number:** GN-028 (A)  
**ALT report:** N/A  
**Approved by:** Director of the Law Department  
**Effective date:** 2006 / 07 / 31  
**Next revision due:** 2010 / 07 / 31  
**Department/BU:** Corporate Administration / Law (Corporate Security Division)

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#### BACKGROUND

The Corporate Security Division of the Corporation of The City of Calgary (“The City”) is responsible for the overall coordination of security in the Corporation and provides advice to management relating to the protection of personnel, property and information. It provides a centralized contact area for security issues and coordinates the development of security policies and procedures. It provides an independent resource within the Corporation to assess security requirements, perform investigations, surveys, risk analysis and appraisals to safeguard the corporate assets.

The Corporate Security Division is responsible for establishing, coordinating investigating and verifying corporate requirements and specifications for overall security protection of personnel, property and information including:

1. Policy;
2. Procedures;
3. Contract security guards;
4. Electronic security system designs, installation and maintenance;
5. Security training/awareness programs;
6. Key control;
7. Security planning for renovations/new construction;
8. Acquisition of security equipment;
9. Building/facility/access controls;
10. Cash handling controls (For further information, refer to the Administration Manual, Accounts Receivable Maintenance); and
11. Safes/vaults & combinations (For further information, refer to the Administration Manual, Chapter 22 Treasury, Policy 2203, Safe & Vault Procedures).

For the purposes of administration, the Corporate Security Division is a Division of the Law Department and reports to the City Solicitor.

The Division provides management and autonomous bodies with a skilled loss prevention resource.

**Note:** "Autonomous Bodies" may also include a Board, Society or Authority employee where The City Corporate Security Division has jurisdiction. "Civic Policy and regulations" may also include Board, Society or Authority where The City Corporate Security Division has jurisdiction.

## **PURPOSE**

The purpose of this policy is to outline responsibilities in loss prevention.

## **DEFINITIONS**

None.

## **POLICY**

### **1.0. Scope/Exceptions**

#### **1.1. Scope**

This policy applies to all City of Calgary employees.

#### **1.2. Exceptions**

None.

### **2.0. Consequences of Non-Compliance**

**2.1.** None identified.

### **3.0. Responsibilities**

**3.1.** Develops and ensures adherence to corporate policies and reporting procedures relative to the investigative function in the Corporation.

**3.2.** Corporate Security Division determines the cost effectiveness in protecting civic assets.

**3.3.** Information Technology Services is responsible for establishing the corporate standards specifically for electronic data protection.

- 3.4.** The Business Unit is responsible for the administration and costs of security within the unit.
- 3.5.** The Corporate Security Division:
  - 3.5.1. Develops operational controls, guidelines and procedures for the protection of personnel, property and information;
  - 3.5.2. Establishes minimum security standards for buildings and sites;
  - 3.5.3. Provides technical information and advice on security equipment;
  - 3.5.4. Acts as security advisors to management and carries out security reviews, surveys and trend analysis;
  - 3.5.5. Implements and maintains crime prevention programs;
  - 3.5.6. Evaluates and approves specifications for tenders and contracts, for guard services, security equipment and other security related expenditures;
  - 3.5.7. Assesses cash requirements, approves petty cash funds and recommends the type of safekeeping facility (Refer to Administration Manual, Corporate Accounts Payable Petty Cash);
  - 3.5.8. Implements and maintains combination changes for safes and vaults.

#### **4.0. Loss Prevention**

- 4.1.** The Corporate Security Division utilizes a variety of approaches in this role which include: physical security surveys, loss prevention surveys risk analysis. The focus of these surveys revolves around counter measures, physical security strategies and operational procedures to afford protection against crime, internal loss and breaches of civic policy.
  - 1. Physical Security Survey  
This survey is designed to combat losses from external sources. The objective is to determine whether the levels of external physical security, operating controls and procedures are commensurate with the risk exposure.
  - 2. Loss Prevention Survey  
The objective is to determine whether the level of internal security, operational controls and procedures is commensurate with the risk exposure.

3. Risk Analysis  
The objective is to assess the threat, risk and vulnerability of assets and to determine the cost effectiveness of preventative measures.

## 5.0. Reporting Procedures for Loss Prevention

5.1. Upon completion of Physical and Loss Prevention Surveys, and Risk Analysis the Corporate Security Division prepares a report. This report will be discussed with the responsible Business unit prior to the final report being submitted.

1. The Business unit is given 30 days to review the report and reply in writing on any comments and/or recommendations in the report.
2. Where the Business unit cannot concur with certain recommendations, the report may be forwarded to the appropriate Executive Office for review.
3. Physical Security, Loss Prevention and Risk Analysis Reports are issued to the:
  - i. Director concerned;
  - ii. Manager concerned; or
  - iii. Finance (on financial matters).

## SUPPORTING REFERENCES AND RESOURCES

Please note that some of the items listed below may not be publicly available.

### References to related corporate-wide procedures, forms and resources

- [Corporate Security](#) intranet website

### References to related [Council policies](#), bylaws and [administration policies](#)

- Whistle Blower Policy (Council Policy CC026)

## REVISION HISTORY

Review Date	Description
2006 07 31	New Policy
1993 03 31	Chapter 7: Security (in the hard-copy-based editions of the Administration Manual)