



ADMINISTRATION POLICY:

Access to Restricted Areas

Policy number:	GN-026 (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)

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. The Corporate Security Division also provides an independent resource within the Corporation to assess security requirements, perform investigations, surveys, risk analysis and appraisals to safeguard the corporate assets.

PURPOSE

The purpose of this policy is to define access to restricted areas and associated security functions.

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. Access to Restricted Areas by the Corporate Security Division

3.1. During the course of duties, the Corporate Security Division may require access into restricted areas. Normally this will be done with the concurrence of the appropriate business unit or Manager. However, there may be occasions during a sensitive, confidential or emergency situation where immediate access is required. Under these circumstances, access will be obtained at the discretion of the Manager of Corporate Security Division or designate.

4.0. Role of Building Operations Control Centre

4.1. The role of the Building Operations Control Centre, Municipal Building Complex, is primarily building operations across multiple Business Units.

4.1.1. Its security function is limited to base building security services, including access controls, security system alarm monitoring and emergency response.

4.2. The Building Operations Control Centre is not considered as Department Security but is responsible for reporting security-related activity to the Manager, Corporate Security.

4.2.1. Its security role is limited to providing only an initial response to incidents and taking appropriate action as required. All incidents must be promptly reported to the Corporate Security Division. No security investigations are to be carried out.

4.2.2. This policy also applies to all other sites and facilities where Facility Operations might be involved.

4.2.3. The Buildings Operations Control Centre may provide security alarm monitoring and emergency response capability to other facilities as approved by Corporate Security Division.

4.3. Computer Security

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

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)