

DATE: 23 MAR 16	SECURITY MANAGEMENT PLANNING RECOMMENDATIONS (CONDENSED VERSION) YEARS 2017 – 2021 CITY OF HAMILTON FOR USE BY SECURITY MANAGEMENT TASK FORCE 2016	 Hamilton
VER. NO.: 1.5		
VER. DATE: 02 AUG 16		

1. YEAR 2017

- Develop Security Management Structure.
- Develop templates for Site Security Reviews and Threat/Risk Vulnerability Assessments.
- Initiate Corporate Property Maintenance Strategies.
- Install servers at Data Centre and plan to install at Integrated Centralized Monitoring Station (ICMS).
- Review five (05) year WorkPlan and annual budgetary requirements.
- Form Advisory Committee for Corporate Security.
- Review draft policies and procedures and the implementation phase.

2. YEAR 2018

- Standardize outsourced operations and develop clear processes to plan, execute and track Guard acquisition and management.
- Engage CoH IS Support function dedicated to Security.
- Develop and implement various security training programs for staff.
- Institute consistent incident management processes.
- Review current Signage and Site Security Lighting at properties, and address any issues.
- Create standard procedures dealing with Physical Entry & Access Control, Intrusion Detection Systems and Video Surveillance Systems, including integration. Perform regular functionality checks of all physical security assets.
- Determine location of ICMS, and begin process of development.
- Develop conceptual models and levels of services.
- Implement new Access Control System corporate-wide (beginning with Pilot Project).
- Install Intrusion Detection Systems at all properties where required.
- Adopt new Video Surveillance System with local and redundant storage.
- Implement Operational and Capital Recommendations from previous risk assessments (approx. 56 documents).
- Develop Operational Security Manual (56 documents).
- Develop a preventative maintenance program for existing equipment and systems already in place.

3. YEAR 2019

- Standardize keyways, cylinders and padlocks and develop inventory database.

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- Develop Inventory database.
- Initiate Corporate Fencing strategy, Access Control strategy (short-term), and Video Surveillance System strategy (short-term).
- Acquire Corporate Emergency Mass Notification System and Corporate Document Management System.

4. YEAR 2020

- Engage Security Investigations and Systems Maintenance/Procurement functions.
- Arrange for video streaming to all existing/planned Emergency Response/Operations Centres.
- Initiate Corporate Site and Building Hardening strategies.
- Initiate Corporate Video Surveillance System strategy (long-term).
- Initiate Corporate Video Surveillance System strategy for remote facilities.

5. YEAR 2021

- Migrate Security Management from Facilities Management & Capital Programs (FMCP) to Risk Management, and determine level of administration.
- Initiate Access Control strategy (long-term).
- Prepare future budgetary requirements for next cycle.