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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.				

Designated Security Authority Procedure

Office of Administrative Responsibility:	Office of the Dean, Faculty of Medicine & Dentistry
Approver:	Dean of the Faculty of Medicine & Dentistry (or designate)
Scope:	Compliance with Faculty procedure extends to all members of the Faculty community and other members of the University community who are in facilities and buildings assigned to the Faculty of Medicine & Dentistry

Purpose

This procedure describes the delegation of authority and responsibility within the Faculty for implementation and enforcement of the physical security policy and procedures.

PROCEDURE

1. DESIGNATED AUTHORITY

- a. Dean of the Faculty (or designate) is the ultimate authority.
- b. Authority for implementation and enforcement for all physical security policy and procedures is designated to:
 - i. Department Chairs.
 - ii. Facility Directors.
 - iii. Institute Directors.
 - iv. Divisional Directors.
- c. Authority for review and approval of key and card access privileges is designated to the Security, Health & Safety Advisor and **unit administrators**.
- d. Ongoing review of Policy and Procedures
 - i. At minimum every two years the Dean (or designate) will schedule a review of the policies and procedures to ensure that they remain up-to-date and relevant to legislative, security and privacy standards. Policies and procedures may be reviewed on an ad hoc basis when an amendment must take place prior to the scheduled annual review.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended faculty-

wide or institution-wide use. [\[▲Top\]](#)

Unit administrator

A Faculty staff person in a given unit appointed by the unit head to be responsible for coordinating applications for keys, intrusion alarm PIN numbers, access control cards and access control privileges. In some units this may include programming of the card access database.

OTHER DOCUMENTS

University of Alberta

- Lands and Buildings Security Policy
- Access Control/Security Systems on Urban Campus Areas Procedure
- Building Hours of Operation Procedure
- Control Centre Alarm Monitoring and Response Procedure
- Lock Changes, Key Request and Key Control Procedure

FoMD

- FoMD Physical Security Policy
- FoMD After Hours Access Procedure
- FoMD Security Plans for the Faculty Procedure
- FoMD Requesting a Security Assessment Procedure
- FoMD Requesting a Security System Procedure
- FoMD Funding for Security Systems Procedure
- FoMD Operation and Maintenance of Security Systems Procedure
- FoMD Responsibilities of Key Holders, PIN Holders and Card Holders Procedure
- FoMD Responsibilities of the Supervisors of Key Holders, PIN Holders and Card Holders Procedure
- FoMD Responsibilities of the Unit Administrator Procedure