

## 3.14 Departmental Security Officers Policy

### Policy Statement

The Government of Nova Scotia is committed to the safety and security of its work environment. To help ensure a safe and secure work environment the government appointed Departmental Security Officers (DSOs) that are responsible for developing, implementing and maintaining standards of protective security within their individual organizations using a risk management approach. DSOs are also responsible for conducting threat assessments on facilities owned, occupied or supported by the provincial government.

This policy formalizes the roles and responsibilities of the DSOs and gives them the authority to carry out their duties.

### Policy Objectives

To help ensure the safety and security of provincial government's work environments.

To define the roles and responsibilities of DSOs.

### Application

This policy applies to all Nova Scotia government departments, offices and agencies in Category I as defined by the Management Manual Policy (chapter 1.2 of Management Manual 100).

### Policy Directives

Each department, office and agency will appoint, or be represented by, at least one Departmental Security Officer. Divisional security officers will be appointed as required.

Within the Government Security Guidelines, each organization will develop security policies and instructions that are applicable to the circumstances of that organization and its risk assessment.

DSOs are responsible for the following:

- Assisting in maintaining the organization's security plan and/or procedures
- Monitoring and testing for vulnerability of security safeguards at irregular intervals
- Participating in risk analyses

- Coordinating or conducting security awareness training, facility security reviews, workplace assault prevention training, and other activities as required, such as bomb threat training
- Providing Deputy Ministers with an assessment of security status, including incidents, future goals, training needs and scheduled actions
- Maintaining liaison between facility management and users
- Reporting promptly to proper authorities any incidents that place individuals at risk
- Establishing a formal reporting and incident response procedure and maintaining detailed confidential records of incidents
- Ensuring all staff are aware of their responsibilities and the procedure for reporting security incidents
- Participating in any training related to their roles and responsibilities

The Senior Security Officer (TPW) is responsible for planning, coordinating and conducting training sessions that will provide DSOs with the information, knowledge and skills they need to assist them in effectively carrying out their duties and responsibilities. The Senior Security Officer may also recommend DSOs participate in training sessions that will enhance their skills and knowledge that are available from other groups or organizations.

DSOs are a part of the DSO community, and as such will be expected to:

- Provide support to other DSOs, if and when possible
- Actively participate and contribute to DSO meetings
- Share information and recommendations with other DSOs and their own department, office or agency (and those they represent)
- Represent the views of their organizations

DSOs are required to report any significant incidents or occurrences to the Senior Security Officer on their activities related to the responsibilities outlined in this policy.

The Senior Security Officer will report to the Deputy Minister of TPW on security matters.

## Accountability

Deputy Heads are responsible for appointing Departmental Security Officers and for ensuring compliance with the requirements established by this policy for DSOs.

Deputy Heads are responsible for ensuring that the staff in their departments are aware of who their DSO is and what responsibilities they have.

The Senior Security Officer is responsible for:

- Informing the Deputy Minister/CEO of departments, offices or agencies if their DSO is not fulfilling their responsibilities as outlined in this policy
- Providing or recommending training for DSOs
- Providing advice to DSOs
- Participating in assessments as required

Managers of DSOs are responsible to ensure that DSOs receive the training required to carry out their responsibilities as determined by the Senior Security Officer. Managers are also responsible for ensuring that DSOs are given adequate time and resources to undertake their responsibilities as outlined in this policy.

Employees are responsible for reporting security incidents to their DSO and to participate in Security Threat Risk Assessments and audits.

## Monitoring

Departments are responsible for complying with the terms of this policy. The Senior Security Officer may periodically conduct reviews to ascertain compliance by departments with this policy.

## References

Government Security Guidelines  
Management Manual 100: 1.2 Management Manual Policy  
Threat Advisory System Guidelines

## Enquiries

General Enquiries, Senior Security Officer (902) 424-2928.

---

|                |                          |                        |                        |
|----------------|--------------------------|------------------------|------------------------|
| Approval date: | <b>July 18, 2007</b>     | Effective date:        | <b>August 28, 2007</b> |
| Approved by:   | <b>Executive Council</b> | Administrative update: | <b>October 7, 2011</b> |

---

