

# BURGLARY

## SELF-ASSESSMENT TEST



Research by security experts has demonstrated that crime can be reduced or prevented when crime deterrence features are well planned and periodically reviewed. By applying sound security principals and using common sense, crime victimization rates can be significantly lowered.

No business is totally immune from the threat of crime but a little prior planning and a few common sense precautions are all that is necessary to deter most criminals.

Use this test to evaluate your business. Each "NO" answer indicates a weakness that could help a criminal. As you eliminate the "NO" answers, you improve your level of protection and reduce your risk of becoming a victim. Go through the list carefully and systematically. You will also want to look at the business during the night and on weekends. Those are times when you may be most vulnerable.

Remember, this checklist points out your weak areas. You are not fully protected until each of them is corrected. Of course complying with these suggestions won't guarantee that your business will never

be the target of crime but it will improve odds in your favor.

This test is limited mainly to the physical security of your business. There are many other areas which also deserve your attention. A well rounded loss prevention program will also address internal security, customer theft, fraud, safety and fire prevention and emergency preparedness.

### BUILDING EXTERIOR

- Y N 1. Are all possible entrance points adequately lighted?
- Y N 2. Is shrubbery trimmed to provide for good visibility at all possible entrance points?
- Y N 3. Is all access to the roof eliminated or secured?
- Y N 4. Have weeds and trash near your building been cleared away?

### DOORS

- Y N 1. Have you internally secured all unused doors?
- Y N 2. Is glass in back doors and glass in concealed or secluded locations protected by bars or heavy screen?
- Y N 3. Are all doors designed so that the lock release cannot be reached by breaking out glass or light-weight panels?
- Y N 4. Do exposed hinges have non-removable pins?
- Y N 5. Is a good quality deadbolt lock used whenever possible?
- Y N 6. Is the lock designed or the door frame constructed so that the door cannot be forced open by spreading the frame away from the door?
- Y N 7. Is the bolt protected so that it cannot be cut?
- Y N 8. Is the outside lock cylinder protected from twisting or prying?
- Y N 9. Is the lock a cylinder type with at least a five pin tumbler?

## **DOORS** (CONTINUED)

- Y N 10. Are keys issued only to persons who actually need them or who are authorized to have them?
- Y N 11. Are doors with panic hardware properly secured after hours?
- Y N 12. Are padlocks clicked in place when the door is unlocked?
- Y N 13. Are clasps made of hardened steel with non-removable screws?

## **WINDOWS**

- Y N 1. Are accessible windows protected by heavy screen or bars?
- Y N 2. Are unused windows permanently sealed?
- Y N 3. Are bars and screens securely mounted?
- Y N 4. Are window locks designed or located so they cannot be defeated by merely breaking out the glass?

## **OTHER OPENINGS**

- Y N 1. Have skylights been protected by bars or heavy screening?
- Y N 2. Are roof hatches securely locked?
- Y N 3. Are ventilator shafts, air conditioning ducts and fan openings adequately protected with bars or wire mesh?
- Y N 4. Do you check panic hardware regularly to insure that it is properly closed and in good working order?
- Y N 5. If there are common attics, has some provision been made to prevent access through them?

## **SAFES**

- Y N 1. Is safe designed for both burglary and fire protection?
- Y N 2. If safe weighs less than 750 pounds, is it secured in place by bolting or chaining to the wall or floor and are the wheels removed?
- Y N 3. Is safe well lit and visible from outside, especially after hours?
- Y N 4. Is cash on hand kept to a minimum of what is routinely needed?
- Y N 5. Do you spin the dial when you lock the safe?
- Y N 6. Is the combination changed when personnel possessing it terminate?
- Y N 7. Is the cash register left empty and open after hours?

## **ALARMS**

- Y N 1. Do you have an alarm system?
- Y N 2. Does your system meet Underwriters Laboratory (UL) standards?
- Y N 3. Is your system tested periodically?
- Y N 4. Does it report to a central location?
- Y N 5. Does it have a back-up power supply for power failures?
- Y N 6. Do you or a designated employee respond to every alarm and check it out?
- Y N 7. Is the system designed to fully protect all vulnerable areas?
- Y N 8. Does your system include fire protection?
- Y N 9. If the office is protected by an alarm system, does the equipment work properly and is it set every night?

## OTHER CONSIDERATIONS

- Y N 1. Do you lock up carefully at night, making sure that the safe is locked, doors and windows are secure, lights are on and the alarm is set and working?
- Y N 2. Have you recorded the serial numbers of all valuable merchandise, tools and office equipment?
- Y N 3. Do you maintain a good inventory control program?
- Y N 4. Do you guard against internal theft by having a written security policy and an audit system to maintain employee accountability?
- Y N 5. Do you carry sufficient insurance coverage?

## OFFICE SECURITY

- Y N 1. Do you restrict office keys to those who actually need them?
- Y N 2. Do you keep complete, up-to-date records of the disposition of all office keys?
- Y N 3. Do you have adequate procedures for collecting keys from terminated employees?
- Y N 4. Do you prohibit duplication of office keys except for those which are specifically ordered by you in writing?
- Y N 5. Do you require that all office keys be marked "Do not duplicate" to prevent legitimate locksmiths from making copies without your knowledge?
- Y N 6. Have you established a policy that keys will not be left unguarded on desks or cabinets - and do you enforce the policy?
- Y N 7. Do you routinely obliterate code numbers on all keys to prevent unauthorized duplication?
- Y N 8. Do you have at least one filing cabinet secured with an auxiliary locking bar so that you can properly secure sensitive documents and/or items?
- Y N 9. Do you leave internal lights on at night?
- Y N 10. Do you record all equipment serial numbers and file them in a safe place?
- Y N 11. Do you insist on proper identification from all vendors and repair persons who come into your office, and are not known by you or your employees?
- Y N 12. Do you make regular bank deposits and avoid keeping large sums of money in the office overnight?
- Y N 13. Do you frequently change the combination to your safe?
- Y N 14. When employees work alone at night do they set the door lock to prevent anyone from entering uninvited?
- Y N 15. Are all windows, transoms and ventilators properly protected?
- Y N 16. Is there a closing routine established to make sure that everything is properly secured prior to leaving?
- Y N 17. Do you periodically review your security policies and procedures and update them where necessary?