



ISLE OF PALMS POLICE DEPARTMENT

Thomas E. Buckhannon, III, Chief of Police
30 J. C. Long Boulevard
Isle of Palms, South Carolina 29451
(843) 886-6522



BUSINESS SECURITY SURVEY

- Date: _____
- Business Name: _____
- Business Contact Person: _____
- Business Address: _____
- Business Telephone Number: _____
- Alternate Contact Number/Email: _____
- Officer: _____
- Case No: _____

Businesses should complete a security survey on a regular basis. Business owners should be concerned with the following:

1. How much security is enough?
2. Does your business have a security, loss prevention, workplace violence prevention or response program in place that addresses potential threats, risks and vulnerabilities?
3. Does the program fit your businesses unique culture, values, budgets and history?
4. Are you spending more on security measures than you need to?
5. Is your security program a random blend of varying components deployed over time in response to particular incidents and issues?
6. Is your security program cost effective?
7. How do you measure and evaluate your security, loss prevention or workplace violence prevention and response program?

A comprehensive security assessment or security survey can be a powerful counter-measure and crime deterrent.

The first step in assessment is completing a security checklist. A security checklist is provided that will provide you with an overview of the level of security in your business and give you a better indication of the areas that may need further assessment or correcting.

Mark the survey questions with "yes", "no", or "n/a" as you inspect your business. Any answer marked "no" should be carefully evaluated and corrected. Should you have any questions or need assistance in completing the checklist, please feel free to contact the Isle of Palms Police Department.

SURVEY QUESTIONNAIRE

DOORS

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Are the exterior doors solid core or made of steel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do the doors have deadbolt locks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does bolt extend at least 1"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the locks that can be opened from the inside are they at least 40"from windows? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. If the lock's within 40", is the lock a double cylinder lock? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does door securely fit the doorjamb? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the doorjamb tightly fastened? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the strike plate securely fastened to the doorjamb? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the strike plate attached to the doorjamb with at least 3"wood screws? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the hinge pins on the inside of the door? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. If they are, are they non-removable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Does the spring bolt have an anti-shim device? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is there a lockable/ storm door? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. When locked does the storm door stay secure if pulled Hard? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. If you have sliding glass door, is there a secondary lock? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Have the locks been re-keyed since you've owned the business? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Does your basement door have a lock which isolates that area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WINDOWS

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are the first-floor windows locked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. Have double hung windows been pinned?

YES NO N/A

3. Do metal windows have auxiliary locks?

4. Do slide windows have a wood or metal bar in the track?

5. On slide windows are there "anti-lift" screws in the top track?

6. Do you have louver type windows?

7. Is window air conditioner secured from the inside?

8. Are the basement windows the block window type?

9. Do the basement windows have auxiliary locks or security bars in place?

10. Are the screens and storm windows securely fastened to the business?

ALARMS

YES NO N/A

1. Are they utilized when away from the business?

2. Are there signs on the windows or in the front yard advertising that the business has an alarm system?

3. Are members of the business familiar with the alarm operation?

4. Is the alarm code kept in a secure location?

LIGHTING

YES NO N/A

1. Are the exterior lights by the front door kept on overnight?

2. Are the exterior lights by the rear door kept on overnight?

3. Are there lights around the building sides?

YES NO N/A

- 4. Are these lights in good clean working order?
- 5. Do these lights emit sufficient light to eliminate blind spots or shaded areas?
- 6. Are interior lights kept on when away from the business?
- 7. Are interior lights kept on timers when away from the business?

ACCESS CONTROL

YES NO N/A

- 1. Are visitor passes required before visitors can enter?
- 2. Are the visitor passes distinctive employees?
- 3. Is a record kept of when and to whom a pass is issued?
- 4. Are passes collected when visitors depart?
- 5. Are badges hard to copy?
- 6. Are perimeter fences adequately illuminated?
- 7. Is the roof illuminated?
- 8. Are the parking lots adequately illuminated?
- 9. Are lights controlled by an automatic timing device?
- 10. Are burnt-out bulbs replaced immediately?
- 11. Are light fixtures protected against breakage?
- 12. Are passageways and storage areas illuminated?
- 13. Is the lighting at night adequate for security purposes?
- 14. Is the night lighting sufficient for surveillance by the police department?
- 15. Is the business protected on all sides by fences?
- 16. Are fences in good repair?

| | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 17. Are trees, bushes, and tall grass kept clear of the fence? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are the locks checked regularly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Are the gates kept locked when not in use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Is the fence equipped with alarms? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Does it have barbed wire overhangs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Is each door equipped with a secure locking device? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Are doors constructed of sturdy material? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Is the number of doors limited to the essential minimum? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Are the door hinge pins spot-welded or bradded to prevent removal? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Are hinges installed on the inward side of the door? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Are time locks used to detect unauthorized entrances? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. If padlocks are used, are they made of high-quality materials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are the padlock hasps of the heavy-duty type? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Are all fire doors protected by opening alarms? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Are all doors connected to an alarm system? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Is there a specific lockup procedure that is followed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Are windows equipped with locks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Are windows connected to an alarm system? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Are windows protected with burglar-resistant material? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Is someone responsible for checking all windows to make sure they are closed and locked every night? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Are all alarms connected to a central control center? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Is the station manned at all times? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

YES NO N/A

39. Are there periodic checks on the response time to alarms?
40. Are the alarms tested on a periodic basis?
41. Is there a backup emergency power source for the alarm system and/or a cell phone back up?
42. Are surveillance cameras used on exits and entrances?
43. Are surveillance cameras used on parking lots?

OFFICE SECURITY

YES NO N/A

1. Is proper vigilance used on elevators?
2. Are strangers properly greeted?
3. Are your billfold, purse and other personal belongings protected while on the job?
4. Are fellow employees reported when observed stealing?
5. Is there only one person in charge of issuing all keys?
6. Is a record kept of who has received what keys?
7. Do all keys state "Do Not Duplicate"?
8. Are maintenance personnel, visitors, etc. required to show identification to a receptionist?
9. Is there a clear view from the receptionist's desk of entrance, stairs, and elevator?
10. Can entrances be reduced without loss of efficiency?
11. Are office doors locked when unattended for a long period of time?
12. Are items of value secured in a locked file or desk drawer?

YES NO N/A

- 13. Are desks and files locked when the office is left unattended?
- 14. Has the supervisor in each office been briefed on security problems and procedures?
- 15. Do all office employees receive some security education?
- 16. Do office closing procedures require that all high value items be locked in desks at night?
- 17. Is all office equipment permanently identified and registered?
- 18. Are all computers, typewriters and other valuable desk-top equipment secured to desks with office equipment locks?
- 19. Are office entrance doors kept locked except during business hours?
- 20. Are locking procedures observed to protect files containing Proprietary information?
- 21. Is proprietary information distributed only on a need-to know basis?
- 22. Is all confidential material shredded before being placed in the trash?
- 23. Are all janitorial employees logged in and out?
- 24. Is petty cash kept to a minimum?
- 25. Is petty cash stored in an adequately secured area?
- 26. Are blank checks also properly stored?
- 27. Is the accounting system adequate to prevent loss or pilferage of funds at all times?

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 28. <u>Plant or factory only</u> : adequate guard force? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are the guards provided with written orders outlining their duties and responsibilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Do guards understand their role? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Are guards prepared to act in case of emergency? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Are guards legally armed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Are guards alert? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Is there an effective security radio system? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Is adequate security material on hand and used correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

VEHICLE CONTROL

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Is there a separate area for employee parking? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there a separate area for visitor parking? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are service vehicles verified? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is a log of service vehicles kept? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are parking areas fenced? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are parking areas illuminated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are parking areas patrolled by guards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

HIGH SECURITY AREAS

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are high security areas locked at all times? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are high security areas under close supervision by security personnel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are badges marked to designate those who may enter high security areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

YES NO N/A

- 4. Do employees have to verify their identity when entering security areas?
- 5. Is access to high security areas controlled by guards or electronic devices?

WAREHOUSE

YES NO N/A

- 1. Are returned goods promptly accounted for, promptly restocked and posted to inventory control records?
- 2. Are complete counts taken of all incoming material?
- 3. Is all merchandise moved from dock to truck checked by An independent party, other than the person filling or trucking the order?
- 4. Are small and valuable items stored in safeguarded areas?
- 5. Is warehouse access limited to authorized personnel?
- 6. Are waste collection and trash containers spot checked?
- 7. Do internal or independent audit practices include verification of shipping and receiving procedures?
- 8. Are dock areas well lighted and under closed-circuit television surveillance?
- 9. Are shipping and receiving areas geographically separated from each other?
- 10. Do supervisors verify orders placed on trucks?
- 11. Is there a separate waiting room for truck drivers?

YES NO N/A

12. Is provision made for employee parking outside of a perimeter fence, away from shipping and receiving?

13. Are trucks checked in and out?

PERSONNEL

YES NO N/A

1. Are employees issued badges or identification cards?

2. Are employees required to display badges before entering?

3. Are all identification cards numbered?

4. Do identification cards have photographs of employees?

5. Is a record kept of all lost or stolen badges?

6. Is a record kept of all badges issued?

7. Are all employees appropriately screened before they are hired?

8. Are all applicants fingerprinted?

9. Are all applicants photographed?

10. Are all applicants required to supply birth certificates?

11. Are personnel files kept on all employees?

12. Are references checked?

13. Are employees required to provide names of past employers?

14. Are past employers checked?

15. Are employees required to provide other names used by them?

16. Is a check made of the employee's past financial and Credit history?

YES NO N/A

17. If there have been any losses of company or personal Property as a result of burglary, robbery, theft, arson, fraud, embezzlement, etc., were these losses reported immediately to security and/or police?

CUSTOMER SERVICE

YES NO N/A

1. Are customers greeted upon entering the business?
2. Are clerks well trained in observing shoplifting behavior?
3. Have appropriate internal preventive measures been taken to inhibit shoplifters?
4. Are personnel assigned working hours according to the store's busiest hours?
5. Are shoplifters prosecuted to the fullest extent? .

MISCELLANEOUS

YES NO N/A

1. Are the shrubs cut below window level?
2. Are trees cut above window level?
3. Is your landscaping trimmed to eliminate hiding places?
4. Are the address numbers visible from the street?
5. Are fences kept locked?
6. Are sheds kept padlocked?

KEYS

YES NO N/A

1. Key Control – Do you keep lists of employees keys?
2. Do you have any hidden keys?

