



St. Thomas Police Service - Business Security Self Audit



These suggestions and observations will draw your attention to areas that, if corrected, may lower your chances of being a victim of crime.

LIGHTING	DOORS & LOCKS	PARKING, INGRESS & EGRESS
<p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you considered vandal/damage proof light coverings?</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you made sure that lighting timers are set for the appropriate season/time of day?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are there motion activated interior/exterior lights?</p> <p><input type="checkbox"/> <input type="checkbox"/> Is there adequate illumination to prevent hiding near windows and doors?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are building numbers/directional signs clearly visible?</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you considered energy efficient lighting applications which also assist in suspect identification?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are all walkways/parking lots leading to the building clearly lit?</p>	<p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you have metal clad exit doors?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do all doors have deadbolts/sidebolts?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do all doors have strike plates?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do strike plates have minimum 3" screws?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do glass doors have protection film and/or are they shatter proof?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are garage doors made of solid metal or well maintained wood?</p>	<p>YES NO</p> <p><input type="checkbox"/> <input type="checkbox"/> Is your parking lot well lit in all areas?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are there convex mirrors for easy visibility around corners?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are exit doors clearly marked and visible?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you have emergency exit doors alarmed?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are stairwells lit and with good sight lines?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you encourage individuals to lock their vehicles and not leave valuables (phone, GPS, ipod, etc.) clearly visible?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you monitor time delay for large overhead garage doors?</p> <p><input type="checkbox"/> <input type="checkbox"/> Is the nearest emergency phone clearly identified?</p>
<p>ACCESS</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you know how many access points there are for the building?</p> <p><input type="checkbox"/> <input type="checkbox"/> Which points are to be guarded/monitored?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are doors clearly lit and numbered?</p> <p><input type="checkbox"/> <input type="checkbox"/> Is it easy to identify the rear doors for each specific business?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you know who has keys to access points?</p>	<p>SECURITY MEASURES</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you have an alarm system - is it monitored?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are police the first contact by the alarm company?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you ensure key holder information is updated with alarm companies and police?</p> <p><input type="checkbox"/> <input type="checkbox"/> Is your CCTV, Closed Circuit Television monitored?</p> <p><input type="checkbox"/> <input type="checkbox"/> Is your CCTV updated and in good working order?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are your cameras in an optimal position?</p> <p><input type="checkbox"/> <input type="checkbox"/> Is your recording system time stamped correctly and checked regularly?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are your employees trained to access and operate your recording system?</p> <p><input type="checkbox"/> <input type="checkbox"/> Is there signage advising visitors they are being recorded?</p> <p><input type="checkbox"/> <input type="checkbox"/> Is the system recording correctly and at its highest quality?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you ensure staff do not release personal information?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you record serial numbers of floats or bait money?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you vary your bank deposit times?</p> <p><input type="checkbox"/> <input type="checkbox"/> Is your valuable property marked with traceable numbers?</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you considered "pay-in-advance service", especially for gasoline purchases?</p>	<p>MISCELLANEOUS</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you keep cash registers empty and open?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you secure valuable items?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you keep computers out of sight - away from windows/doors?</p> <p><input type="checkbox"/> <input type="checkbox"/> Have you considered a "Business Watch" program and inform your neighbours when you are away?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you update inventory lists of supplies and equipment?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are emergency numbers easily available?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you have visible and clear directional signage?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are panic alarms clearly marked and visible?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you ensure exit doors are not propped open (i.e. chairs or rocks)?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you Know your Neighbours?</p> <p><input type="checkbox"/> <input type="checkbox"/> Is graffiti promptly removed and is your property well maintained?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are there clear views through exterior windows and down isles for cashiers and other employees?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do you have a clear policy for safe money handling and depositing?</p>
<p>WINDOWS</p> <p><input type="checkbox"/> <input type="checkbox"/> Do ground level windows have protective films/screens?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are windows routinely cleaned and maintained?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are there good sight lines - no posters/ product/ landscaping blocking windows?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are the locking mechanisms in good working order?</p> <p><input type="checkbox"/> <input type="checkbox"/> Are the windows secured when the building is unoccupied?</p> <p><input type="checkbox"/> <input type="checkbox"/> Do only non-emergency exit windows have metal grills?</p>		