



## **Palm Beach County Sheriff's Office**

### **Business Security Self Survey**

Since 1909, the deputies of Palm Beach County have provided a safe environment for hundreds of thousands of people who live, work and visit Palm Beach County. The Sheriff's Office is committed to improving awareness, and sharing the fundamentals of crime prevention in order to ensure our community is safe and secure.

The goal of crime prevention is to reduce the risk of becoming a victim. In order to accomplish this effectively, it is important to remove opportunities for a criminal to take advantage of you and your property. You are attempting to prevent victimization by presenting an unattractive target to the criminal. This can be as complex as installing a high tech alarm system and lighting to something as simple as locking your doors.

Crime prevention is using instinct, common sense, and taking action to eliminate or greatly reduce the criminal's opportunity. We all have a personal part to play regarding crime prevention. A large share of the responsibility of reducing criminal opportunity lies with you.

This survey 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, fire prevention and emergency preparedness.

This checklist gives an indication of the security of your business. Every "NO" checked shows a weak point that may help a burglar gain access. To improve your security, attempt to eliminate the boxes checked "NO". Go through the list systematically. Remember this checklist only points out your weak areas. Complying with these guidelines will not make your business burglar proof, but will improve your protection.

If after completing this survey you find that the security of your business is poor, or if you have any questions regarding security procedures and equipment, contact one of our Crime Prevention Specialists at 561-688-3970.

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## **Business Security Self Survey**

By Robert A. Gardner, CPP

### **Building Exterior**

	<b>Yes</b>	<b>No</b>
1. Are all vulnerable points adequately lit?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is shrubbery trimmed to provide for good visibility at all vulnerable points?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is all access to the roof eliminated or secured?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have weeds and trash near your building been cleared away?	<input type="checkbox"/>	<input type="checkbox"/>
5. If a fence would improve your protection, do you have one?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is your fence adequate to provide privacy and security?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is your fence in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are gates in good repair and locked properly?	<input type="checkbox"/>	<input type="checkbox"/>

### **Doors**

	<b>Yes</b>	<b>No</b>
1. Have you secured all unused doors?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is glass in back doors and concealed or secluded locations protected?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all doors designed so that the lock release cannot be reached by breaking out glass or light-weight panels?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do exposed hinges have non-removable pins?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is a good quality deadbolt lock used whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the lock designed or the door frame constructed so that the door cannot be forced open by spreading frame?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the bolt protected so that it cannot be cut?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the outside lock cylinder protected from twisting or prying?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the lock a cylinder type with at least a five pin tumbler?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are keys issued only to persons who actually need them?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are doors with panic hardware properly secured after hours?	<input type="checkbox"/>	<input type="checkbox"/>
12. Are padlocks locked in place when the door is unlocked?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are hasps made of hardened steel with non-removable screws?	<input type="checkbox"/>	<input type="checkbox"/>



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### **Windows**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 1. Are accessible windows protected?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are unused windows permanently sealed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are screens securely mounted?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are window locks designed or located so they cannot be defeated by merely breaking out the glass? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is burglary resistant glazing used whenever possible?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is valuable property removed from unprotected windows after hours?                                | <input type="checkbox"/> | <input type="checkbox"/> |

### **Other Openings**

- |  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 1. Have skylights been protected by bars or polycarbonate glazing?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are roof hatches securely locked?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are ventilator shafts, air conditioning ducts and fan openings adequately protected with bars or wire mesh? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you check the alarm sensors on these openings regularly to insure that they are in good working order?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. If there are common attics, has some provision been made to prevent access through them?                    | <input type="checkbox"/> | <input type="checkbox"/> |

### **Safes**

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 1. Is safe designed for both burglary and fire protection?            | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If safe weighs less than 750 pounds is it secured in place?        | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is safe well lit and visible from outside, especially after hours? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is cash on hand kept to a minimum by banking regularly?            | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you spin the dial when you lock the safe?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the combination changed when personnel possessing it terminate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the cash register left empty and open after hours?              | <input type="checkbox"/> | <input type="checkbox"/> |



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### **Alarms**

	<b>Yes</b>	<b>No</b>
1. Do you have an alarm system?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your alarm meet Underwriters Laboratory standards?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is your system tested daily?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does it report to a central station?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does it have a back-up power supply for power failures?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is your system free from false alarms?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you or a designated employee respond to every alarm and check it out?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the system designed to fully protect all vulnerable areas?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does your system include fire protection?	<input type="checkbox"/>	<input type="checkbox"/>

### **Other Considerations**

	<b>Yes</b>	<b>No</b>
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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you recorded the serial numbers of all valuable merchandise, tools and office equipment?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you maintain a good inventory control program?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you guard against internal theft by having a written security policy and an audit system to maintain employee accountability?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you carry sufficient insurance coverage?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have an effective background investigation program for screening new employees and promotional candidates?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are your street numbers painted conspicuously on the roof of the business?	<input type="checkbox"/>	<input type="checkbox"/>

### **Office Security**

	<b>Yes</b>	<b>No</b>
1. Do you restrict office keys to those who actually need them?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you keep complete, up-to-date records of the disposition of all office keys?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have adequate procedures for collecting keys from terminated employees?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you secure desk tops, printers, etc. with some type of locking device?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you prohibit duplication of office keys except for those which are specifically ordered by you in writing?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you require that all office keys be marked "Do Not Duplicate" to prevent legitimate locksmiths from making copies without your knowledge?	<input type="checkbox"/>	<input type="checkbox"/>

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- |     |  |                          |                          |
|-----|--|--------------------------|--------------------------|
| 7.  | Have you established a policy that keys will not be left unguarded on desk or cabinets – and do you enforce the policy?              | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.  | Do you require that filing cabinet keys be removed from locks and placed in a secure location when not actually in use?              | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.  | Do you have procedures to prevent unauthorized persons from reporting a “lost key” and getting a “replacement”?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Do you have a responsible person in charge of your key control program?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Are all keys systematically stored in a secure wall cabinet of either your own design or from a commercial key control system?       | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Do you provide secure areas for employees to store their personal property?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Do you have at least one filing cabinet secured with an auxiliary locking bar so that you can properly secure sensitive documents?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Do you leave lights on at night?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Do you record all equipment serial numbers and file them in a safe place?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Do you shred sensitive documents before discarding them?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Do you lock briefcases and bags containing important material in a safe place when not actually in use?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Do you insist on proper identification from all vendors and repair persons who come into your office?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Do you make regular bank deposits and avoid keeping large sums of money in the office overnight?                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Do you clear desk of important papers every night?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Do you frequently change the combination to your safe?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | When employees work alone at night do they set the door lock to prevent anyone from entering uninvited?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Are emergency phone numbers posted near all phones?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Is computer access restricted to authorized personnel and is access telephone numbers kept confidential?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Are all doors leading to the office protected by heavy duty, double cylinder deadbolt locks?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | Are all windows, transoms and ventilators properly protected?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | Is there a closing routine established to make sure that everything is properly secured prior to leaving?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. | If the office is protected by an alarm system, does the equipment work properly and is it set every night?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. | If you employ guards, do you check their watch clock tape or dial each morning to be certain that they are doing their job properly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. | Do you periodically review your security policies and procedures and update them where necessary?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. | Are computer files routinely backed up and back up files stored in a secure off-site location?                                       | <input type="checkbox"/> | <input type="checkbox"/> |

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### Policies, Procedures & Training

	Yes	No
1. Do you have Workplace Violence Prevention Policy?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a Crisis Media Management Policy?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have a Disaster Preparedness Plan?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have a Workplace Harassment Policy?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you provide on-going training to employees at all levels of the organization regarding these policies?	<input type="checkbox"/>	<input type="checkbox"/>

Obviously, completing this checklist won't solve all your security problems. It will however, give you a good idea of the level of security you now have. With that knowledge, you can begin to develop a security program that provides the type of individualized protection your particular business requires.

If after completing this survey you find that the security of your business is poor or if you have any questions regarding security procedures and equipment, contact the Palm Beach County Sheriff's Office Crime Prevention Unit and ask to speak with one of our Crime Prevention specialists. Your time will be well justified by making your business a safer, more secure and more profitable place.

Remember too, this survey covers only a small part of a complete business security program. Your business isn't fully protected until you have taken steps to improve the security of every aspect of your business.

For more information please contact:

The Palm Beach County Sheriff's Office Crime Prevention Unit at (561) 688-3970 or [crimeprevention@pbso.org](mailto:crimeprevention@pbso.org)