



## **Business Security Self-Assessment**

### **WELCOME TO THE MONTGOMERY POLICE DEPARTMENT BUSINESS SECURITY ASSESSMENT**

This Business Security Assessment is designed to help business owners, operators and staff to assess the security of their business. It covers potential areas of vulnerability and provides suggestions for adapting your security to reduce the risk of crime against your business.

Complete each question in the Business Security Assessment. If you answer 'No' to any of the questions, review the suggested treatment options in the rear of this self-assessment.

The Montgomery Police Department has a vital interest in ensuring the safety of members of the community and their property. By using recommendations contained within this document, any person who does so acknowledges that, it is not possible to make areas evaluated absolutely safe for the community and their property.

It is hoped that by using the recommendations contained within this document, criminal activity will be reduced and the safety of employees, members of the community and their property will be increased. (However, it does not guarantee that all risks have been identified, or that the area evaluated will be free from criminal activity if its recommendations are followed.)

Name:	
Organization:	
Address	
Town / City:	Postcode:
Phone:	Fax:
Date:	Time:

Montgomery Police Department  
101 Old Plantersville Rd,  
Montgomery TX 77356  
Ph: 936-597-6866

No.	Question	Yes	No	N/A	Comments
<b>Business Identification</b>					
1.	Is the street number clearly visible when viewing from the street?				
2.	Is the business name clearly displayed?				
3.	Is the business identifiable from the rear?				
<b>Warning Signs</b>					
4.	Are there appropriate warning signs posted around the perimeter of the property (eg: Private property?)				
5.	Are there appropriate internal signs to guide visitors (eg: directional/no entry etc.?)				
6.	Are the signs clearly visible?				
<b>Landscaping</b>					
7.	Is landscaping around the business free from potential hiding places?				
8.	Is landscaping regularly maintained and trimmed to allow natural surveillance?				
9.	Is the business free from landscaping that would provide offenders access to areas of the business?				
<b>Fences and Gates</b>					
10.	Are there boundary fences erected around the business?				
11.	Are gates fitted correctly?				
12.	Are boundary fences and gates around the property able to restrict access?				
13.	Are the boundary fences in good condition?				
14.	Are the gates in good condition?				
15.	Are the fences and gates of appropriate material?				
<b>Security Lighting</b>					
16.	Is there security lighting installed around the business?				
17.	Is the security lighting operating?				
18.	Is the business well lit?				
19.	Are entry and exits well lit?				

No.	Question	Yes	No	N/A	Comments
20.	Do you leave limited or other lighting inside the business on at night?				
21.	Is lighting positioned in a way to reduce opportunities for vandalism?				

No.	Question	Yes	No	N/A	Comments
<b>Building Design</b>					
22.	Is the building of solid enough construction to restrict unauthorized access?				
23.	Is the building secured to reduce the risk of vehicle ram raid (eg: bollards etc.?)				
24.	Is there adequate protection against entry via the roof?				
25.	Are exit doors secured from the inside?				
26.	Is the height of the counter appropriate for the business?				
27.	Can the counter be seen from outside the business?				
28.	Are customers prevented from accessing the area behind the counter?				
29.	Are customers prevented from accessing restricted areas?				
30.	Is shelving arranged to provide good sightlines within the store?				
<b>Power supply/Fuse box</b>					
31.	Is the Fuse box accessible and clearly marked?				
32.	Is the electrical room fitted with a lock?				
33.	Is this cabinet or room kept locked?				
34.	Are the main power switches clear to access?				
<b>Doors</b>					
35.	Are the business's external doors of solid construction?				
36.	Are these doors fitted with quality lock sets to restrict access?				
37.	Are entry/exit points clearly identified?				
38.	Are all fire exit doors self-closing?				
39.	Are exit doors used appropriately by staff?				
40.	Are at-risk doors locked at all times?				

No.	Question	Yes	No	N/A	Comments
41.	Are external door hinges mounted so they cannot be removed?				
42.	Can visitors /customers be seen before access is allowed?				
<b>Windows</b>					
43.	Are external windows to the business of good construction?				
44.	Are these windows fitted with quality lock sets?				

No.	Question	Yes	No	N/A	Comments
45.	Are windows free of promotional materials (i.e. ability to see in and out ?)				
46.	Are skylights secured?				
<b>Property Identification</b>					
47.	Have you recorded make, model and serial numbers of your business items (such as mobile phones, computers etc)?				
48.	Is all valuable property/equipment permanently marked with a corporate identifier?				
49.	Is your valuable property/equipment photographed for identification?				
50.	Do you have insurance?				
51.	Are your property lists and photographs kept somewhere safe (e.g. off-site ?)				
<b>Telephones</b>					
52.	Are your telephones pre-programmed with emergency contact numbers?				
52a	Can the external telephone line be unlawfully tampered with?				
<b>Safes</b>					
53.	Do you have a safe installed?				
54.	Is the safe securely anchored?				
55.	Is the safe in an appropriate position (i.e. concealed?)				
56.	Does the safe have a drop-chute facility?				
57.	Is the safe kept locked?				
<b>Key and Valuables Control</b>					
58.	Do you maintain a key register?				

No.	Question	Yes	No	N/A	Comments
59.	Are all spare keys secured?				
60.	Are keys to the safe adequately secured?				
61.	Have you supplied police with a current emergency contact list?				
62.	Do staff have a location to secure their personal items, i.e. lockers?				
63.	Does this location have restricted access?				
<b>Cash Handling</b>					
64.	Do you have established cash-handling procedures?				

No.	Question	Yes	No	N/A	Comments
65.	Do you have a lockable cash drawer?				
66.	Do you have irregular banking procedures?				
67.	Is a company used to transport cash?				
68.	Is money counted out of public view? (recommended not)				
<b>Intruder Alarm Systems</b>					
69.	Is a panic alarm system installed?				
70.	Is the panic alarm monitored?				
71.	Is the alarm audible?				
72.	Is the alarm system monitored?				
73.	Do you check the system on a regular basis?				
74.	Does the alarm system need upgrading?				
75.	Have LEDs (Light Emitting Diodes) been deactivated?				
<b>Surveillance Equipment</b>					
76.	Do you have surveillance equipment installed?				
77.	Is footage recorded on video / hard drive?				
78.	Are cameras monitored?				
79.	Does the business have a customer TV monitor?				
80.	Is the business free of "dummy" or non-working cameras?				
81.	Does the camera system need upgrading?				

No.	Question	Yes	No	N/A	Comments
82.	Are cameras suitably positioned?				
83.	Are tapes changed regularly (if video?)				
84.	Are tapes / images kept for a minimum of 30 days?				

No.	Safety Procedures	Yes	No	N/A	Comments
85.	Are all employees familiarized with personal safety strategies when faced with aggressive clients/customers or armed robbery?				
86.	Are all staff familiarized with personal safety and security when travelling to or from their place of employment (particularly shift workers?)				
87.	Do all employees receive education regarding how to deal with an armed robbery or violent persons possessing a weapon?				

#### Victim support

88.	Do you have a Victim Support Policy established?				
89.	Have victims of crime been referred to support services?				

#### General

90.	Do you have security services on-site?				
91.	Do security services patrol your site?				
92.	Are sensitive documents appropriately destroyed?				
93.	Are computer passwords changed regularly?				
94.	Do you have an emergency evacuation plan?				
95.	Do staff understand the plan?				
96.	Are garbage bins suitably located?				
97.	Are keys/access cards returned or cancelled when employees resign or are terminated?				
98.	Do you have a height sticker visible at your front door to assess the height of any offenders as they leave the premises?				

## **Suggested Business Security Measures**

If you answered no to any of the questions in the Business Security Assessment, we suggest you consider making some changes. These changes will help reduce the risk to you, your business and your staff.

If you need advice or assistance, please contact The Montgomery Police Department.

### **Business Identification**

- The street/shop number should be prominently displayed at the front of your business
- The number should be a minimum height of 6 inches and be visible at night.
- The number could also be painted on the street curb outside your business to assist emergency services & visitors to locate your business if allowed by law/city ordinance.

### **Warning Signs**

- Effective signage and/or directional signs should be considered to provide additional guidance to visitors in locating reception areas.
- It can also assist in controlling activities and movements throughout the premises and grounds.
- Post warning signs around the perimeter of the business to warn intruders of what security measure have been implemented to reduce opportunities for crime, such as:
  - *Warning. Trespassers will be prosecuted.*
  - *Warning. This property is under electronic surveillance.*
  - *Warning. No large amounts of cash are kept on these premises.*
  - *All property has been marked for police identification.*

### **Landscaping**

- Keeping trees & shrubs trimmed can reduce concealment opportunities and increase visibility when travelling to and from the business.
- Remove obstacles & trash from property boundaries, sidewalks, driveways, parking lots & buildings to restrict concealment & prevent offenders scaling your building.

### **Fences & Gates**

- Install quality security fences around the perimeter of your business to clearly define the property boundaries and restrict access, preferably open-style fencing and gates of similar construction to prevent an offender from using the fence for concealment.
- All gates should be kept shut and locked when not in use.
- Fences and gates should be maintained to assist with the protection of your property.

### **Security Lighting**

- Install security lighting in and around your business, particularly over entry/exit points to create an even distribution of light with no glare, e.g. sensor lighting or floodlighting. Make sure lighting doesn't interfere with CCTV surveillance.
- Leave a limited amount of internal lighting on at night to enable patrolling police, security guards or passing people to monitor activities within the business.

## **Building Design**

- The floors, walls & ceilings should be of solid construction.
- Maintain clear sightlines between the street, neighbouring property & the buildings.
- Bollards or barriers can be installed to reduce the opportunity for crash or ramming attacks.
- Limit the number of entry/exit points to restrict unauthorized access.
- Counters should be designed to reduce the opportunity for assault of staff and unauthorized access.
- Consideration should be given to the width, height and location of the counters.
- Shelving within the business should be limited in height, or transparent, to increase natural visibility of the premises.
- Shelves should be positioned to maximize supervision from counter area.

## **Doors**

- External doors and frames should be of solid construction and comply with current standards
- The doors should be fitted with deadbolt and keyed locks

## **Windows**

- Windows and frames should be of solid construction.
- Windows should be fitted with window lock sets to restrict unauthorized access.
- Glass may also be reinforced to restrict unauthorized access with a shatter-resistant film or replace the existing glass with laminated glass.
- No more than 15% of display windows should be covered with promotional materials to increase surveillance opportunities to and from the business.

## **Property Identification**

- Record descriptions/model/serial numbers of property for easy identification.
- Back up property lists from computer in case the computer is lost or stolen.
- Engrave or etch your property with a traceable number for identification.
- When you sell your property, place a neat line through your engraving to show that it is no longer valid.
- It is also a good idea to give the person a receipt to prove the sale of the item.
- Photograph and record the details of unique items to aid in their recovery if stolen.
- Ensure that you have adequate insurance for the replacement of property.
- Your property list, photographs and other documentation should be adequately secured, e.g. safe, safety deposit box.
- For items that cannot be engraved, it is suggested that you mark them with an ultra-violet pen. This marking is only visible under an ultra-violet (black) light.

## **Telephones**

- Telephones should be pre-programmed with your local police dispatch number for quick reference by occupants.
- Telephone lines should be secured to avoid unlawful tampering.

## **Safes**

- A safe should be utilized to provide additional security to money and other valuables.
- The safe should be anchored to the floor to prevent easy removal.



- The safe should have a drop-chute facility installed within the safe to enable staff to deposit money without having to open it.
- The safe should be locked at all times when not in use to restrict access.
- Further consideration should also be given to using time delay facility to restrict access to the safe.
- The safe should be installed in an area away from public view where access is limited.

### **Key and Valuables Control**

- The control of keys and valuables is very important and should be closely monitored by management.
- A key register should be used to list which staff members have been issued with keys, the type of keys issued and what areas they have access to.
- The control of valuables is just as important and a list should also be used to record which staff members have been issued valuable items such as laptop computers, mobile phones, etc. These lists should be detailed and regularly maintained and audited.
- In addition, all valuables should be clearly marked with the business details where possible and the serial numbers and other details should be recorded and stored in a safe place.
- To reduce the likelihood of theft and or damage, try to limit the number of keys and valuables left unsecured and in plain sight of potential intruders.
- All keys should be returned or cancelled when employees leave the company.

### **Cash-Handling Procedures**

- Establish clear cash-handling procedures within your business to reduce opportunities for crime.
- Try to reduce the amount of cash your business deals with.
- Limit the amount of money carried in the cash drawer at any time.
- Lock cash drawers when not in use, and clear money from the cash drawer on a regular basis, e.g. to a safe.
- Avoid counting cash in view of the public.
- Use a minimum of two staff, or security services, when transferring money to financial institutions, or consider hiring off duty Police Officers to escort staff with money.
- Where possible, limit cash amounts by installing electronic payment options.
- Don't use conspicuous bank-bags when transferring money, as this can be a clear indication to the thief.
- Avoid wearing uniform or identification when transferring money.
- Establish a robbery prevention program.

### **Intruder Alarm System**

- Install a monitored intruder alarm system to enhance the physical security of your business.
- Consideration should also be given to incorporating panic alarms into the system to enable staff to activate the system manually in the event of an emergency, such as a robbery.
- ***Duress devices or panic buttons should only be used when it is safe to do so.***
- LEDs (red lights) within the detectors if visible, should be deactivated, to avoid offenders being able to test the range of the system.
- The system should be tested on a regular basis to ensure that it is operating effectively.
- If you have a system installed within your business, use it.
- Staff should be trained in the correct use of the system.

### **Surveillance Equipment**

- Surveillance equipment can enhance the physical security of your business and assist in the identification of people involved in criminal behaviour.
- Cameras should be installed in and around the business to maximize surveillance opportunities.

- Digital or video technology should be used to record images from the cameras.
- Recording equipment should be installed away from the counter or an off-site area to avoid tampering.
- Videotapes (if used) need to be replaced quarterly to maintain quality images, but digital is preferred.
- Installed surveillance equipment should be maintained in working order and regularly tested.
- If the surveillance system is installed, use it.
- Staff should be trained in the correct use of the system.
- Any surveillance system should be manufactured and installed by a qualified and reputable company and regularly function tested.

## **General**

- Some businesses or locations may require on-site security to enhance physical security.
- Security services may be used to randomly patrol your business, particularly in an isolated location.
- Sensitive materials, including confidential records, should be appropriately destroyed or secured, e.g. confidential records should be shredded or disposed of through security destruction services.
- Computer passwords should be changed regularly to restrict access and avoid misuse by past and present staff.
- Emergency evacuation plans should be implemented and maintained by your business to assist staff and emergency services in the event of an emergency. This plan should be prominently displayed.
- Staff should be suitably trained in evacuation procedures
- Employees should be trained in how to deal with aggressive clients/customers, personal safety and armed robbery prevention etc.

## **Conclusion**

The City of Montgomery Police Department hopes that by using the recommendations contained within this document, criminal activity will be reduced and using the recommendations contained within this document will increase the safety of members of the community and their property.

Montgomery Police would like to thank you for your interest in improving the security of your business and in preventing crime in our community.

Should you need any further information on the subjects please feel free to contact the Police Department at 936-597-6866

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