Crime Prevention Checklist

Date of Inspection: _____ Prepared by: _____

Location: _____

Burglary

☐ Install deadbolt locks on all doors: double cylinder deadbolt locks on glass doors
☐ Be sure doors and windows are locked at close of business
☐ Install a card access system
☐ Install surveillance cameras
☐ Install central station burglar alarm system to doors, windows, and interior spaces
☐ Employ a Watchman / Security Guard service
☐ Install impact resistant glass, roll-up gates or burglar bars
☐ Provide adequate exterior lighting
☐ Fence property
☐ Issue photo identification badges to employees
☐ Re-key all locks on company property after layoffs
☐ Stagger lunch breaks to provide employee presence and deter noontime burglary
☐ Store narcotics, alcohol, and medicine in locked areas
☐ Arrange for local law enforcement patrols at regular intervals

Safe Burglary

☐ Use Underwriters Laboratories (UL) listed safes
☐ Use safes with drill resistive hardplates
☐ Use safes with re-locking devices
☐ Use safes with saw-tooth baffles
☐ Use heavy safes
☐ Bolt safes to the floor
☐ Locate the safe in front of building in visible area
☐ Install UL Certified safe alarms
☐ Install the safe in the floor, preferably in a concrete slab
☐ Keep monetary values in the safe to a minimum

Robbery

☐ Make bank deposits daily
☐ Stagger deposits - travel in pairs
☐ Avoid using a bank night depository

- ☐ Immediately stamp checks “For Deposit Only”
- ☐ Use armored car service for money transport and high value items
- ☐ Use bullet resistive enclosures at 24 hour businesses or for high cash amounts handled
- ☐ Have more than one employee on duty for late night or early morning hours
- ☐ Post signs to show only limited cash amounts kept on premises
- ☐ Keep money, securities and valuable items in a locked safe or vault
- ☐ Master keys controlled
- ☐ Avoid keeping large amounts of cash on premises
- ☐ Install surveillance cameras directed on points of entry, expensive items
- ☐ Monitor cameras regularly and record on videotape
- ☐ Use UL certified central station hold-up alarms with buttons in multiple locations
- ☐ Install silent alarms below all cash registers - monitored central station
- ☐ Train employees to comply with the instructions of armed robbers
- ☐ Keep premises well lighted

General Security

- ☐ Require identification badges be worn at all times
- ☐ Report theft or loss of badge immediately
- ☐ Return badges upon termination
- ☐ Implement visitor badge and check-in procedure

Other Theft

- ☐ Train employees to recognize signs of shoplifters
- ☐ Require photo identification for all sales by check
- ☐ Prevent shoplifting by NOT displaying expensive items near entryways
- ☐ Prevent shoplifting by alternating hangers on clothing displays
- ☐ Be suspicious of persons wearing heavy coats in warm weather
- ☐ Install convex mirrors in concealed corners
- ☐ Protect payroll checks with a watermark or paper stock with security