

Business Security Checklist

This Business Security Checklist was designed to provide businesses with important security tips and information to help prevent them or their employees from becoming victims of crime. Please take the time to go over the checklist to see if your business is implementing crime prevention strategies. We understand not all businesses are the same, and this list should be used as a general guideline.



DOORS, WINDOWS & OPENINGS

	Yes	No
Are all entrance doors clearly visible from either the parking lot or the street?	<input type="checkbox"/>	<input type="checkbox"/>
Do all entrances have shatterproof windows that allow a person to look outside before opening the door?	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors fire-rated, self-closing and hinged on the outside?	<input type="checkbox"/>	<input type="checkbox"/>
Are all door/window locks in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Are back doors locked during operating hours to prevent entry of intruders, and equipped with panic hardware for emergency exit?	<input type="checkbox"/>	<input type="checkbox"/>
Are employee entrances and other entrances/exits closed securely and locked to prevent entry of intruders?	<input type="checkbox"/>	<input type="checkbox"/>
Are height lines marked on the door frame or on the wall where they can be seen by employees at the cash register to help identify the height of robbers or burglars?	<input type="checkbox"/>	<input type="checkbox"/>
Are windows clear of posters or signs that block the view inside and outside?	<input type="checkbox"/>	<input type="checkbox"/>
Are windows that can open always closed and locked when the business is closed?	<input type="checkbox"/>	<input type="checkbox"/>

Placer County Sheriff's Office - Business Support Guide

Can the window locks and safety bars be easily unlocked by employees to use as an emergency exit if necessary?

Are heating, ventilation, and air conditioning ducts covered and at least 10 ft. off the ground to prevent entry?

EXTERIOR

	Yes	No
Are exterior lights bright enough?	<input type="checkbox"/>	<input type="checkbox"/>
Are exterior lights protected by wire cages over the bulbs?	<input type="checkbox"/>	<input type="checkbox"/>
Are exterior lights serviced by a backup power supply?	<input type="checkbox"/>	<input type="checkbox"/>
Are exterior lights around the parking lot working?	<input type="checkbox"/>	<input type="checkbox"/>
Are the lights in, above, or near all entrances working?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fences in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Are shrubs and bushes near entrances and around the parking lot trimmed to eliminate hiding places?	<input type="checkbox"/>	<input type="checkbox"/>
Are the fences around outdoor patios, terraces and gardens secured and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Is the furniture in outdoor areas secured or locked inside the building during non-operating hours?	<input type="checkbox"/>	<input type="checkbox"/>
Is the trash or Dumpster area well lit? Is the lid or cover to the trash or Dumpster locked to prevent illegal dumping or someone hiding inside?	<input type="checkbox"/>	<input type="checkbox"/>
Are mirrors installed on the corners of the building so an employee has a view of the sides and back of the building from the back doorway?	<input type="checkbox"/>	<input type="checkbox"/>

INTERIOR AREAS

	Yes	No
Are all interior rooms and hallways lighted well enough so that anyone in them can be seen?	<input type="checkbox"/>	<input type="checkbox"/>
Are there clear lines of sight between storage racks so anyone in storage areas can be seen?	<input type="checkbox"/>	<input type="checkbox"/>
Can any employee in a storage area clearly see the doorway and be aware if another person enters the room?	<input type="checkbox"/>	<input type="checkbox"/>
Are hallways free of boxes or equipment that might provide hiding places?	<input type="checkbox"/>	<input type="checkbox"/>
Are windows and locks on windows in restrooms in good repair to prevent entry or exit of an intruder?	<input type="checkbox"/>	<input type="checkbox"/>
Is access to the employee locker room or break room limited to employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees instructed to leave their valuables at home or locked away from public access?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees provide their own locks for their lockers and use them?	<input type="checkbox"/>	<input type="checkbox"/>
Are lockers or break rooms monitored for security violations and employee safety?	<input type="checkbox"/>	<input type="checkbox"/>
Are time clocks and time cards in a secure location?	<input type="checkbox"/>	<input type="checkbox"/>

OPENING AND CLOSING YOUR BUSINESS

	Yes	No
Are security practices integrated into procedures for opening and closing?	<input type="checkbox"/>	<input type="checkbox"/>
Are there written policies for employees who open and close the facility?	<input type="checkbox"/>	<input type="checkbox"/>
Is a manager always present for opening and closing?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees work in teams to open and close?	<input type="checkbox"/>	<input type="checkbox"/>

Placer County Sheriff's Office - Business Support Guide

- | | | |
|---|--------------------------|--------------------------|
| Do employees inspect the exterior of the building for signs of a burglary or vandalism before entering? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do employees observe anyone who might be in the area before unlocking and entering the business? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do employees lock the door behind them and keep it locked until it's time to open for business? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are employees told to allow only scheduled employees to enter the business before opening hours? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do employees make a complete inspection of the facility before closing to confirm no one is hiding inside? Including the restrooms? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are employees told not to let in anyone after closing? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all doors locked promptly at closing and kept locked while any employees are in the business? | <input type="checkbox"/> | <input type="checkbox"/> |

CASH MANAGEMENT PROCEDURES

- | | Yes | No |
|--|--------------------------|--------------------------|
| Are cash registers located in central areas and not near exits? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is lighting over all cash registers bright, to ensure visibility from the street and from other rooms? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is access to cash registers limited to certain employees? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there written employee policies for the handling of money and receipts? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are employees who handle cash transactions trained in cash handling procedures? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all employees who handle cash, checks and credit cards trained to recognize forgery and counterfeit money, money orders, traveler's checks and driver licenses ? | <input type="checkbox"/> | <input type="checkbox"/> |
| If your point-of-sale system allows the handling of cash, are cashiers required to make deposits in drop safes? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are employees who handle cash instructed in policies regarding cash back on checks, credit cards or gift certificates? | <input type="checkbox"/> | <input type="checkbox"/> |

Placer County Sheriff's Office - Business Support Guide

Before opening, are cash registers supplied with a minimum amount of cash?	<input type="checkbox"/>	<input type="checkbox"/>
Are receipts generated for each cash register transaction?	<input type="checkbox"/>	<input type="checkbox"/>
Is one transaction completed and rung out before another is begun?	<input type="checkbox"/>	<input type="checkbox"/>
Are cash drawers to all registers kept closed and locked between transactions?	<input type="checkbox"/>	<input type="checkbox"/>
Are "over-rings" and "voids" on point-of-sale computers and cash registers approved by managers before transactions are completed?	<input type="checkbox"/>	<input type="checkbox"/>
Are tape receipts reconciled with cash in the drawer at least once each shift?	<input type="checkbox"/>	<input type="checkbox"/>
Is excess cash removed from registers during the day to prevent a build-up of cash on hand?	<input type="checkbox"/>	<input type="checkbox"/>
Are cash and credit card receipts removed from the facility or securely locked away after each business day?	<input type="checkbox"/>	<input type="checkbox"/>

CASH MANAGEMENT PROCEDURES - ACCOUNTING PROCEDURES

	Yes	No
Are checks and deposit slips locked up?	<input type="checkbox"/>	<input type="checkbox"/>
Are both regular and unannounced audits performed?	<input type="checkbox"/>	<input type="checkbox"/>
If paychecks are generated on a back-office computer, are these checks and access to the computer system limited to the certain individuals and kept locked?	<input type="checkbox"/>	<input type="checkbox"/>
Is petty cash kept to a minimum and properly secured?	<input type="checkbox"/>	<input type="checkbox"/>
Are receipts for petty cash recorded and balanced regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are security paper and/or security features used to prevent illegal duplication or alteration of paychecks or gift certificates produced by an on-site computer?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a record-keeping system to monitor the disbursement and receipt of gift certificates and coupons, so they cannot be duplicated or used more than once?	<input type="checkbox"/>	<input type="checkbox"/>

CASH MANAGEMENT PROCEDURES – SAFES

	Yes	No
Is money counted only behind a closed, locked door?	<input type="checkbox"/>	<input type="checkbox"/>
Are all receipts counted and cash deposited and secured in a safe at the end of the day?	<input type="checkbox"/>	<input type="checkbox"/>
Are safes equipped with secure one-way drop slots for deposits?	<input type="checkbox"/>	<input type="checkbox"/>
Are safe combinations written down and kept in a secure location?	<input type="checkbox"/>	<input type="checkbox"/>
Are safes secured to the floor or wall so they cannot be removed?	<input type="checkbox"/>	<input type="checkbox"/>
Are safes kept locked at all times?	<input type="checkbox"/>	<input type="checkbox"/>

CASH MANAGEMENT PROCEDURES - BANK DEPOSITS

	Yes	No
Does the manager oversee the preparation of money for bank deposits?	<input type="checkbox"/>	<input type="checkbox"/>
Are deposits made by different managers or employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are deposits made in a timely manner so that cash does not build up to high amounts?	<input type="checkbox"/>	<input type="checkbox"/>
Is money to be deposited in the bank in a bag or package that does not look like a bank deposit bag?	<input type="checkbox"/>	<input type="checkbox"/>
If the manager or an employee takes deposits to the bank, is the route, the day and time of bank deposits varied constantly to prevent a predictable pattern that can be followed?	<input type="checkbox"/>	<input type="checkbox"/>
If a night deposit slot or box at the bank is used after hours, do employees know they should not approach it if other people are standing around?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees know to report any unusual occurrences they may notice on the way to or while they are at the bank?	<input type="checkbox"/>	<input type="checkbox"/>

PROCEDURES FOR HANDLING EMERGENCIES

	Yes	No
Is there a written policy for dealing with theft, robberies, alarm responses, threats and other security issues?	<input type="checkbox"/>	<input type="checkbox"/>
Are report forms accessible to employees to fill out in the event of an incident?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees finish reports on time and accurately?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained in the procedures for handling Instances such as robbery, violence, and other security situations?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a poster or sticker near all telephones with emergency procedures and numbers?	<input type="checkbox"/>	<input type="checkbox"/>
Is the name of the business, street address, and telephone number written on or near all phones?	<input type="checkbox"/>	<input type="checkbox"/>

SENSOR ALARMS

	Yes	No
Are sensors and alarms used for each entrance, all storage areas, cash register and safes?	<input type="checkbox"/>	<input type="checkbox"/>
Are sensors and alarms properly set?	<input type="checkbox"/>	<input type="checkbox"/>
Are sensor and alarms maintained in working order?	<input type="checkbox"/>	<input type="checkbox"/>
Are alarms tested regularly by the supplier?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained in the policies and use of alarm and sensor systems?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees know what to do in the event of a false alarm or accidental triggering?	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL ALARM SYSTEMS

	Yes	No
Are there procedures for making, storing, dispersing and retrieving all keys or access cards to the facilities and safes?	<input type="checkbox"/>	<input type="checkbox"/>
Are lock cylinders or access codes kept secret and changed as necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Are computer access codes kept secret and changed as necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Are policies in place against allowing former employees/acquaintances/relatives or current employees in the facility after closing, or in restricted areas during business hours?	<input type="checkbox"/>	<input type="checkbox"/>
Are signs posted to deter theft (such as "Cash register has less than \$20," "This business is protected by an alarm system" and "Employees cannot open safe")?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been told not to give out information about operating and security procedures to guests, telephone callers and outside contractors/vendors?	<input type="checkbox"/>	<input type="checkbox"/>
Are identification badges, nametags or uniforms used to identify employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees required to park far enough from the building so that they cannot transfer stolen items to their vehicles? Are employee arrivals and departures restricted to certain times and doorways?	<input type="checkbox"/>	<input type="checkbox"/>

WORKING WITH CONTRACTORS

	Yes	No
Is access by a contractor limited to specific times, entrances, and areas within the building?	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors supervised by a specified employee or the manager while on the premises?	<input type="checkbox"/>	<input type="checkbox"/>

WORKING WITH VENDORS

	Yes	No
Is vendor access to the business limited to specific times, entrances, and areas within the building?	<input type="checkbox"/>	<input type="checkbox"/>
Are vendors supervised by a specified employee or the manager while they are on the premises?	<input type="checkbox"/>	<input type="checkbox"/>
Are manager-approved purchase orders required before ordering supplies?	<input type="checkbox"/>	<input type="checkbox"/>
Are all shipments/supplies immediately checked against invoices?	<input type="checkbox"/>	<input type="checkbox"/>
Is a written inventory maintained and updated daily or weekly for everything in stock/storage?	<input type="checkbox"/>	<input type="checkbox"/>

**MANAGEMENT WORK PROCEDURES -
TRAINING AND MONITORING EMPLOYEES**

	Yes	No
Is local or first-line management involved in security training for employees, security inspections and communication about security policies?	<input type="checkbox"/>	<input type="checkbox"/>
Are new employees aware of the serious effects for the business, and their own livelihood, from even small thefts or security policy violations?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received training in security procedures and policies?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained to use the security systems? Are work schedules posted and changed only with the manager's permission?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees uncomfortable about reporting security violations to management?	<input type="checkbox"/>	<input type="checkbox"/>

**MANAGEMENT WORK PROCEDURES -
GENERAL MANAGEMENT PROCEDURE**

	Yes	No
Are all employee records and files kept confidential and locked?	<input type="checkbox"/>	<input type="checkbox"/>
Are references checked for each job applicant?	<input type="checkbox"/>	<input type="checkbox"/>
Is local management trained to recognize signs of theft, drug and alcohol abuse or severe employee discontent?	<input type="checkbox"/>	<input type="checkbox"/>
Are exit interviews conducted and written notes from these interviews kept on file for dismissed employees and those who chose to leave?	<input type="checkbox"/>	<input type="checkbox"/>
Are serial numbers for important equipment recorded in a safe place in case of theft or damage? (i.e. computers, cell phones, TV's, heavy equipment)	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEE WORK PROCEDURES

	Yes	No
Do employees understand the legal definition of theft, and the business definition?	<input type="checkbox"/>	<input type="checkbox"/>
Have all employees received, read and signed a written policy on security procedures, including theft, drug and alcohol abuse, harassment and the employees responsibilities for compliance?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees understand company actions in the event of a policy violation?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees signed a consent form to follow all established policies and to abide by actions taken in the event of a violation?	<input type="checkbox"/>	<input type="checkbox"/>