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Business Security Check List

DOORS, WINDOWS, AND OPENINGS:

- Are all entrance doors clearly visible from either the parking lot or the street?
YES/NO
- Do all entrance doors have shatterproof windows that allow a person to look outside before opening the door?
YES/NO
- Are all doors fire-rated, self-closing, and hinged on the outside?
YES/NO
- Are all door/window locks in good repair?
YES/NO
- Are back doors locked during operating hours to prevent the entry of intruders, and equipped with panic hardware for the emergency exit?
YES/NO
- Are employee entrances and other entrances/exits closed securely and locked to prevent entry of intruders?
YES/NO
- 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?
YES/NO
- Are windows clear of posters or signs that block the view inside and outside?
YES/NO
- Are windows that can open always closed and locked when the business is closed?
YES/NO

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

YES/NO

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

YES/NO

EXTERIOR:

- Are exterior lights bright enough?

YES/NO

- Are exterior lights protected by wire cages over the bulbs?

YES/NO

- Are exterior lights serviced by a backup power supply?

YES/NO

- Are exterior lights around the parking lot working?

YES/NO

- Are the lights in, above, or near all entrances working?

YES/NO

- Are the lights for outdoor areas working?

YES/NO

- Are all fences in good repair?

YES/NO

- Are all exterior glass windows and doors treated or secured with protective film or security devices?

YES/NO

- Are shrubs and bushes near entrances and around the parking lot trimmed to eliminate hiding places?

YES/NO

- Is the furniture in outdoor areas secured or locked inside the building during non-operating hours?

YES/NO

- Is the trash of Dumpster area well lit?

YES/NO

- Is the lid or cover to the trash of Dumpster locked to prevent illegal dumping or someone hiding inside?

YES/NO

- Are mirrors installed on the corners of the building so an employee has a view of the sides and the backs of the building from the back doorway?

YES/NO

INTERIOR AREAS:

- Are all interior rooms and hallways lighted well enough so that anyone in them can be seen?

YES/NO

- Are there clear lines of sight between storage racks so anyone storage areas can be seen?

YES/NO

- Can any employee in a storage area clearly see the doorway and be aware if another person enters the room?

YES/NO

- Are hallways free of boxes or equipment that might provide hiding places?

YES/NO

- Are mirrors positioned strategically in long corridors so an employee can see along the entire length?

YES/NO

- Are windows and locks on windows in restrooms in good repair to prevent entry or exit by an intruder?

YES/NO

- Is access to the employee locker room or break room limited to employees?

YES/NO

- Are employees instructed to leave their valuables at home or locked away from public access?

YES/NO

- Do employees provide their own locks for their lockers and use them?

YES/NO

- Are locker and break rooms monitored for security violations and employee safety?

YES/NO

- Are time clocks and timecards in a secure location?
YES/NO

OPENING AND CLOSING YOUR BUSINESS:

- Are security practices integrated into procedures for opening and closing?
YES/NO
- Are there written policies for employees who open and close the facility?
YES/NO
- Is a manager always present for opening and closing?
YES/NO
- Are employees trained in opening and closing procedures?
YES/NO
- Do employees work in teams to open and close?
YES/NO
- Do employees inspect the exterior of the building for signs of a burglary or vandalism before entering?
YES/NO
- Do employees observe anyone who might be in the area before unlocking and entering the business?
YES/NO
- Do employees lock the door behind them and keep it locked until it's time to open for business?
YES/NO
- Are employees told to allow only scheduled employees to enter the business before opening hours?
YES/NO
- Do employees make a complete inspection of the facility before closing to confirm no one is hiding inside? Including the restrooms?
YES/NO
- Are employees told not to let anyone in after closing?
YES/NO

- Are all doors locked promptly at closing and kept locked while any employees are in the business?
YES/NO

CASH MANAGEMENT PROCEDURES & CASH REGISTERS:

- Are cash registers located in central areas and not near exits?
YES/NO
- Is lighting over all cash registers bright, to ensure visibility from the street and from other rooms?
YES/NO
- Is access to cash registers limited to certain employees?
YES/NO
- Are there written employee policies for the handling of money and receipts?
YES/NO
- Are employees who handle cash transactions trained in cash handling procedures?
YES/NO
- Have employees signed a cash-handling policy statement?
YES/NO
- Are all employees who handle cash, checks, and credit cards trained to recognize forgery and counterfeit money, money orders, traveler's checks, and driver's licenses and how to deal with con artists?
YES/NO
- Are managers required to oversee all corrections of errors in cash register entries?
YES/NO
- If your point-of-sale system allows the handling of cash, are cashiers required to make deposits in drop safes?
YES/NO
- Are hourly drops for money required?
YES/NO
- Are employees who handle cash instructed in policies regarding cash back on checks, credit cards, or gift cards?
YES/NO

- Before opening, are cash registers supplied with a minimum amount of cash?
YES/NO
- Are receipts generated for each cash register transaction?
YES/NO
- Is one transaction completed and rung out before another is begun?
YES/NO
- Are cash drawers to all registers kept closed and locked between transactions?
YES/NO
- Are ‘over-rings’ and “voids” on point-of-sale computers and cash registers approved by managers before transactions are completed?
YES/NO
- Are tape receipts reconciled with cash in the drawer at least once each shift?
YES/NO
- Is excess cash removed from registers during the day to prevent a buildup of cash on hand?
YES/NO
- Are cash and credit card receipts removed from the facility or securely locked away after each business day?
YES/NO

ACCOUNTING PROCEDURES:

- Are checks and deposit slips locked up?
YES/NO
- Is access to checks, deposit slips and receipts divided up by two or more managers or employees to provide a system of checks and balances in accounting procedures?
YES/NO
- If applicable, are the bonding requirements for employees met?
YES/NO
- Are all payments made by check countersigned by Bonded signatories?
YES/NO

- Are bank statements promptly reconciled against deposit records and checks issued?
YES/NO
- Are both regular and unannounced audits performed?
YES/NO
- 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?
YES/NO
- Is petty cash kept to a minimum and properly secured?
YES/NO
- Are receipts for petty cash recorded and balanced regularly?
YES/NO
- Are security paper and/or security features used to prevent illegal duplications or alteration of paychecks or gift certificates produced by an on-site computer?
YES/NO
- 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?
YES/NO

SAFES:

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

- If the safe is in a manager's office, in the office locked when the manager is not inside?
YES/NO

CASH MANAGEMENT PROCEDURES BANK DEPOSITS:

- Does the manager oversee the preparation of money for bank deposits?
YES/NO
- Are deposits made by different managers or employees?
YES/NO
- Are deposits made in a timely manner so that cash does not build up to high amounts?
YES/NO
- Are deposits sent to the bank by armored car or bonded messenger?
YES/NO
- Is money to be deposited in the bank in a bag or package that does not look like a bank deposit bag?
YES/NO
- If the manager or employee takes deposits to the bank, is the route, the day, and time of bank deposits varied constantly to prevent a predictable pattern that criminals might follow?
YES/NO
- While at the bank, do the employees know not to talk to anyone except the teller?
YES/NO
- If a night deposit slot or box at the bank is used after hours, do employees know they should not approach if other people are standing around?
YES/NO
- Do employees know to report any unusual occurrences?
YES/NO

PROCEDURES FOR HANDLING EMERGENCIES:

- Is there a written policy for dealing with theft, robberies, alarm responses, threats, or other security issues?
YES/NO

- Are report forms accessible to employees to fill out in the event of an incident?
YES/NO
- Do employees finish reports on time and accurately?
YES/NO
- Have employees been trained in the procedures for handling a robbery, violence, or other security situations?
YES/NO
- Is there a poster or sticker near all telephones with emergency procedures or numbers?
YES/NO
- Is the name of the business, street address, and telephone number written on or near all phones?
YES/NO

GENERAL ALARM PROCEDURES:

- Are there procedures for making, storing, dispersing, and retrieving all keys or access cards to the facilities and safes?
YES/NO
- Are lock cylinders or access codes kept secret and changed as necessary?
YES/NO
- Are security controls in place and used for all point-of-sale and office computer systems?
YES/NO
- Are computer access codes kept secret and changed as necessary?
YES/NO
- 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? 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’)?
YES/NO
- Have employees been told not to give out information about operating and security procedures to guests, telephone callers, and outside contractors/vendors?
YES/NO
- Are identification badges, nametags, or uniforms used to identify employees?
YES/NO

- Are employees required to park far enough from the building so that they cannot transfer stolen items to their vehicles?

YES/NO

- Are employee arrivals and departures restricted to certain times and doorways?

YES/NO

- Is employee access to the building restricted on days off?

YES/NO

- Have you registered your alarms with Broome County?

Yes/No BCSO Records Division 607-778-2166

SENSOR ALARMS:

- Are sensors and alarms used for each entrance, all storage areas, cash registers, and safes?

YES/NO

- Are sensors and alarms properly set?

YES/NO

- Are sensors and alarms maintained in working order?

YES/NO

- Are alarms tested regularly by the supplier?

YES/NO

- Are employees trained in the policies and use of alarm and sensor systems?

YES/NO

- Do employees know what to do in the event of a false alarm or accidental triggering?

YES/NO

- Are all security systems and security-related renovations checked against accessibility requirement?

YES/NO

EMPLOYEE WORK PROCEDURES:

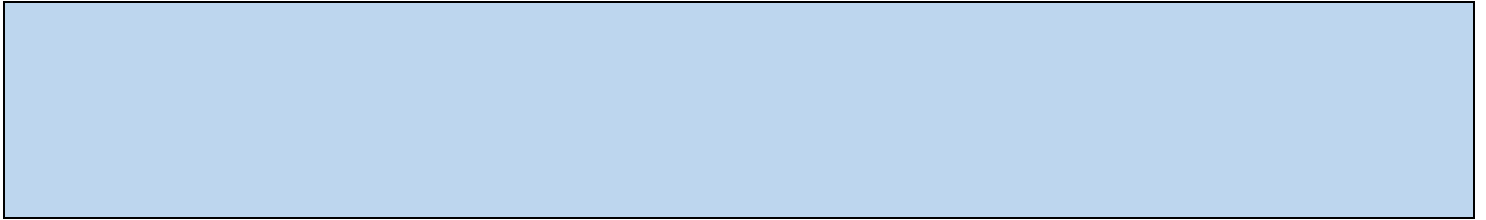
- Do employees understand the legal definition of theft and the business definition?
YES/NO
- Have all employees received, read, and signed a written policy on security procedures, including theft, drug, and alcohol abuse, harassment, and the employee's responsibility for compliance?
YES/NO
- Do employees understand company actions in the event of a policy violation?
YES/NO
- Have employees signed a consent form to follow all established policies and to abide by actions taken in the event of a violation?
YES/NO
- Are signed employee consent forms kept on file by the manager?
YES/NO

TAKING OUT THE TRASH:

- Is trash taken out by two or more employees?
YES/NO
- Is the back door closed and locked after the trash is dumped?
YES/NO
- Is trash only taken outside to the dumpster before dark?
YES/NO
- Are trashcans, non-flattened boxes inspected by a manager to see that no merchandise or supplies are being removed from the business?
YES/NO
- Are your dumpsters good hiding places for criminals?
YES/NO

Post for employees to clearly see.

Business Location:



ANY EMERGENCY



DIAL 911

General Appearance				Facial Appearance	
Sex	Age	Height	Weight	Race	
Hair (Color/Style)				Hat (Color/Type)	Skin/Hair Color Hair Style Shape and Size of eye Hair Texture Shape of Eyebrow Shape of Nose Mouth and Lips Wrinkles Cheeks full or sunken Ear Size and Shape Mustache or Beard Neck and Adam's Apple
Eyes (Color)				Coat	
Complexion				Shirt	Below, print the specific facial details that you definitely remember?
Jewelry				Trousers	
Scars/Marks				Shoes	
Tattoos				Tie	Tool or weapon seen

Identification Tips for People & Vehicles

Vehicle						
Color	Make	Model	License	Body Style	Damage/Rust	Antenna
Bumper Sticker		Wheel Covers		Direction of travel		