



RON HICKMAN, CONSTABLE

HARRIS COUNTY, PRECINCT 4

Business Security Check List

DOORS, WINDOWS, AND OPENINGS:

	YES	NO
Are all entrance doors clearly visible from either the parking lot or the street?	_____	_____
Do all entrances doors have shatterproof windows that allow a person to look outside before opening the door?	_____	_____
Are all doors fire-rated, self-closing and hinged on the outside?	_____	_____
Are all door/window locks in good repair?	_____	_____
Are back doors locked during operating hours to prevent entry of intruders, and equipped with panic hardware for emergency exit?	_____	_____
Are employee entrances and other entrances/exits closed securely and locked to prevent entry of intruders?	_____	_____
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?	_____	_____
Are windows clear of posters or signs that block the view inside and outside?	_____	_____
Are windows that can open always closed and locked when the business is closed?	_____	_____
Can the window locks and safety bars be easily unlocked by employees to use an emergency exit if necessary?	_____	_____
Are heating, ventilation, and air conditioning ducts covered and at least 10 ft. off the ground to prevent entry?	_____	_____

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(281) 401-6287 Facsimile

Humble Office:
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(281) 446-1196 Office
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EXTERIOR

	YES	NO
Are exterior lights bright enough?	_____	_____
Are exterior lights protected by wire cages over the bulbs?	_____	_____
Are exterior lights serviced by a backup power supply?	_____	_____
Are exterior lights around the parking lot working?	_____	_____
Are the lights in, above, or near all entrances working?	_____	_____
Are the lights for outdoor areas working?	_____	_____
Are all fences in good repair?	_____	_____
Are all exterior glass windows and doors treated or secured with protective film or security devices?	_____	_____
Are shrubs and bushes near entrances and around the parking lot trimmed to eliminate hiding places?	_____	_____
Are the fences around the outdoor patios, terraces, and gardens secured and in good repair?	_____	_____
Is the furniture in outdoor areas secured or locked inside the building during non-operating hours?	_____	_____
Is the trash of Dumpster area well lit? Is the lid or cover to the trash of Dumpster locked to prevent illegal dumping or someone hiding inside?	_____	_____
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?	_____	_____

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INTERIOR AREAS

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

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OPENING AND CLOSING YOUR BUSINESS

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

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CASH MANAGEMENT PROCEDURES

CASH REGISTERS

YES NO

Are cash registers located in central areas and not near exits?

Is lighting over all cash registers bright, to ensure visibility from the street and from other rooms?

Is access to cash registers limited to certain employees?

Are there written employee policies for the handling of money and receipts?

Are employees who handle cash transactions trained in cash handling procedures?

Have employees signed a cash-handling policy statement?

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?

Are managers required to oversee all corrections of errors in cash register entries?

If your point-of-sale system allows the handling of cash, are cashiers required to make deposits in drop safes?

Are hourly drops for money required?

Are employees who handle cash instructed in policies regarding cash back on checks, credit cards, or gift cards?

Before opening, are cash registers supplied with a minimum amount of cash?

Are receipts generated for each cash register transaction?

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CASH MANAGEMENT PROCEDURES

CASH REGISTERS, CONTINUED

YES NO

Is one transaction completed and rung out before another is begun? _____

Are cash drawers to all registers kept closed and locked between transactions? _____

Are ‘over-rings’ and ‘voids’ on point-of-sale computers and cash registers approved by managers before transactions are completed? _____

Are tape receipts reconciled with cash in the drawer at least once each shift? _____

Is excess cash removed from registers during the day to prevent a buildup of cash on hand? _____

Are cash and credit card receipts removed from the facility or securely locked away after each business day? _____

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CASH MANAGEMENT PROCEDURES

ACCOUNTING PROCEDURES

YES NO

Are checks and deposit slips locked up?

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?

If applicable, are the bonding requirements for employees met?

Are all payments made by check countersigned by Bonded signatories?

Are bank statements promptly reconciled against deposit records and checks issued?

Are both regular and unannounced audits performed?

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?

Is petty cash kept to a minimum and properly secured?

Are receipts for petty cash recorded and balanced regularly?

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?

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?

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CASH MANAGEMENT PROCEDURES

SAFES

YES NO

- | | | |
|--|-------|-------|
| Is money only counted only behind a closed, locked door? | _____ | _____ |
| Are all receipts counted and cash deposited and secured in a safe at the end of the day? | _____ | _____ |
| Are safes equipped with secure one-way drop slots for deposits? | _____ | _____ |
| Are safe combinations written down and kept in a secure location? | _____ | _____ |
| Are safes secure to the floor or wall so they cannot be removed? | _____ | _____ |
| Are safes kept locked at all times? | _____ | _____ |
| If the safe is in a manager's office, is the office locked when the manager is not inside? | _____ | _____ |

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CASH MANAGEMENT PROCEDURES

BANK DEPOSITS

YES NO

Does the manager oversee the preparation of money for bank deposits?

Are deposits made by different managers or employees?

Are deposits made in a timely manner so that cash does not build up to high amounts?

Are deposits sent to the bank by armored car or bonded messenger?

Is money to be deposited in the bank in a bag or package that does not look like a bank deposit bag?

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 robbers might follow?

While at the bank, do the employees know not to talk to anyone except the teller?

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?

Do employees know to report any unusual occurrences they may notice on the way to or while they are at the bank?

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PROCEDURES FOR HANDLING EMERGENCIES

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

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GENERAL ALARM PROCEDURES

	YES	NO
Are there procedures for making, storing, dispersing, and retrieving all keys or access cards to the facilities and safes?	_____	_____
Are lock cylinders or access codes kept secret and changed as necessary?	_____	_____
Are security controls in place and used for all point-of-sale and office computer systems?	_____	_____
Are computer access codes kept secret and changed as necessary?	_____	_____
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')?	_____	_____
Have employees been told not to give out information about operating and security procedures to guests, telephone callers, and outside contractors/vendors?	_____	_____
Are identification badges, nametags, or uniforms used to identity employees?	_____	_____
Are employees required to park far enough from the building so that they cannot transfer stolen items to their vehicles?	_____	_____
Are employees arrivals and departures restricted to certain times and doorways?	_____	_____
Is employee access to the building restricted on days off?	_____	_____

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SENSOR ALARMS

	YES	NO
Are sensors and alarms used for each entrance, all storage areas, cash registers, and safes?	_____	_____
Are sensors and alarms properly set?	_____	_____
Are sensor and alarms maintained in working order?	_____	_____
Are alarms tested regularly by the supplier?	_____	_____
Are employees trained in the policies and use of alarm and sensor systems?	_____	_____
Do employees know what to do in the event of a false alarm or accidental triggering?	_____	_____
Are all security systems and security-related renovations checked against accessibility requirement?	_____	_____

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EMPLOYEE WORK PROCEDURES

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

TAKING OUT THE TRASH

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

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