

# BUSINESS SECURITY CHECKLIST



## Bozeman Police Department

615 South 16th Avenue - Bozeman, MT - 59715

406-582-2000 - Non Emergency

[bozemanpolice.com](http://bozemanpolice.com)



# Exterior 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 entrance doors have shatterproof glass that allow a person to look outside before opening the door?	<input type="checkbox"/>	<input type="checkbox"/>
Are all door/window locks in good repair?	<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 rear 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 non-public entrances closed securely and locked to prevent entry of intruders?	<input type="checkbox"/>	<input type="checkbox"/>
Are height lines marked on the door frame of non-public entrances where they can be seen by employees to help estimate the height of suspects?	<input type="checkbox"/>	<input type="checkbox"/>
Are windows clear of posters or signs that block the view from inside out and outside in?	<input type="checkbox"/>	<input type="checkbox"/>
Are windows that can be opened, always closed and locked when the business is closed?	<input type="checkbox"/>	<input type="checkbox"/>
Can window locks and security bars be easily unlocked to allow use as an emergency exit if necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Are heating, ventilation, and air conditioning ducts covered and at least 10 ft off the ground to prevent injury?	<input type="checkbox"/>	<input type="checkbox"/>

# Exterior

	Yes	No
Are the exterior lights sufficient to illuminate all areas of the building?	<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 checked regularly to ensure they are operable?	<input type="checkbox"/>	<input type="checkbox"/>
Are all 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 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 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 an 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 mirrors positioned strategically in long corridors so an employee can see along the entire length?	<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 and break rooms monitored for security violations and employee safety?	<input type="checkbox"/>	<input type="checkbox"/>
Are time clocks in secure locations?	<input type="checkbox"/>	<input type="checkbox"/>

# Opening And Closing Your Business

	Yes	No
Is there a security checklist to be used 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 present for opening and closing?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained in opening and closing procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees work in teams to open and close?	<input type="checkbox"/>	<input type="checkbox"/>
Do opening employees inspect the exterior of the building of signs of a burglary or vandalism before entering?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees check for suspicious persons 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 anyone in after closing?	<input type="checkbox"/>	<input type="checkbox"/>
Are all doors locked promptly at closing and kept locked while employees are in the business?	<input type="checkbox"/>	<input type="checkbox"/>

# Cash Management Procedures

## Cash Registers

	Yes	No
Are cash registers located in central areas and not near exits?	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting over 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 handling 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"/>
Have employees signed a cash-handling policy statement?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees who handle cash, checks, and credit cards trained to recognize altered documents, money, money orders, traveler's checks and driver licenses?	<input type="checkbox"/>	<input type="checkbox"/>
Are managers required to oversee all corrections of errors in cash register entries?	<input type="checkbox"/>	<input type="checkbox"/>
If your point-of-sale system allows the handling of cash, are cashiers required to make hourly deposits in drop safes?	<input type="checkbox"/>	<input type="checkbox"/>
Before opening, are manned cash registers supplied with a minimum amount of cash?	<input type="checkbox"/>	<input type="checkbox"/>
Are register drawers kept closed and locked between transactions?	<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"/>

# 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 bank deposited or secured in a safe at the end of the day?	<input type="checkbox"/>	<input type="checkbox"/>
Is your safe equipped with a secure one-way drop slot 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 when not attended?	<input type="checkbox"/>	<input type="checkbox"/>
If the safe is in a manager's office, is the office locked when the manager is not inside?	<input type="checkbox"/>	<input type="checkbox"/>

## Bank Deposits

	Yes	No
Does the manager oversee the preparation of bank deposits?	<input type="checkbox"/>	<input type="checkbox"/>
Are deposits made often so that cash does not build up to high amounts?	<input type="checkbox"/>	<input type="checkbox"/>
Are deposits made by different managers or employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are the deposits sent to the bank by armored car or bonded messenger?	<input type="checkbox"/>	<input type="checkbox"/>
Are two employees present when taking a deposit to the bank?	<input type="checkbox"/>	<input type="checkbox"/>

# Alarm Systems

	Yes	No
Are there sensors and alarms for all external doors and windows, areas, cash registers and safes?	<input type="checkbox"/>	<input type="checkbox"/>
Are sensors and alarms properly set at closing?	<input type="checkbox"/>	<input type="checkbox"/>
Are sensors 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 the alarm and sensor system?	<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"/>