



# New Braunfels Police Department

## Business or Commercial Security Survey

\* If you check marked Yes on the survey it indicates that you are meeting the recommended crime prevention standards from the Texas Crime Prevention Association. If a No was marked, this might be an area that you could invest in.

### Exterior of the Property

Yes No

Is there appropriate fencing around the property to clearly identify territoriality?

Comment:

If there is a fence in good working order? Any repairs that need to be made?

Comment:

Are the locks sufficient to keep the facility safe at night when there are no personnel on the property?

Comment:

Is the fence obstructed by any weeds or other cover that would prevent easy viewing by passing motorists?

Comment:

Are there any unused or not needed fence gates?

Comment:

Are there any terrain features that would assist a burglar to enter the property?

Comment:

Are there appropriate amounts of "No Trespassing" signs posted around the property?

Comment:

Are there any bushes or shrubs within four (4) feet of any sidewalks, driveways, or building entrances or maintained at a height of not more than four (4) feet?

Comment:

Are the trees trimmed so that the lower branches are at least six (6) feet off the ground?

Comment:

In the parking lot areas, are the trees trimmed so they do not block out or obscure the light from light fixtures?

Comment:

Are trees trimmed so they cannot be used to gain access to an upper level of the building?

Comment:

Are thorny plants use as ground cover along fences and under first floor windows of the building?

Comment:

### **Exterior Lighting**

Yes No

Are building parking lots sufficiently illuminated?

Comment:

Are the walkways and building entrances well lighted?

Comment:

Are all sides of the building adequately illuminated?

Comment:

Are lighting standards well marked or identified to facilitate the reporting of inoperative lighting?

Comment:

Is there a clear definition of who is responsible for reporting inoperative lighting?

Comment:

Are electrical boxes secured?

Comment:

Is lighting directed or positioned in such manner as to blind a patrol officer?

Comment:

Are light fixture protective lenses vandal resistant?

Comment:

### **Building Exterior**

Yes No

Are fire escapes and exits designed so they are difficult to access from the exterior of the building?

Comment:

Can access be gained to the roof or upper level windows by climbing up downspouts or other building attachments?

Comment:

Are telephone and power lines to the building located high enough so they are not easily accessible?

Comment:

Are there unprotected skylights that could provide access to the building?

Comment:

Are trash container areas fenced and locked?

Comment:

Are random spot checks of outgoing trash made?

Comment:

Are fan openings and ventilator shafts adequately secured?

Comment:

Can access into the building be gained from adjacent building?

Comment:

### **Parking areas**

Yes No

Is it possible for employees to remove property from the building and place it in their vehicle without being detected?

Comment:

Are parking lots conducive to the patrol division?

Comment:

Are parking lots monitored by closed circuit cameras?

Comment:

Are those who park in employee parking lots required to register their vehicles and display a parking permit?

Comment:

### **Exterior Doors**

Yes No

Are all exterior doors sturdy and resistant to forced entry?

Comment:

If exterior doors swing outward and have exposed hinge pins, have removable pins been replaced with non-removable hinge pins?

Comment:

Are door frames well constructed and in good condition?

Comment:

Do all exterior doors fit tightly within the door frames?

Comment:

Do all exterior doors have a wide angle 180 degree door viewers?

Comment:

For doors with glass within 40" of the lock equipped with double-cylinder dead bolts?

Comment:

For double exterior door, is there a strong metallic slat covering the space between the two doors?

Comment:

Are exterior door strike places reinforced or heavy duty and secured with screw at least 3" long?

Comment:

Are exterior doors equipped with door re-enforces- a metal channel that wraps around the door at the lock area?

Comment:

Are deadbolt locks with at least a 1" throw installed on all exterior doors?

Comment:

Are unused exterior doors properly secured?

Comment:

### **Exterior Windows**

Yes No

Do all exterior windows have adequate locks?

Comment:

Are unused windows permanently sealed or protected by bars or grill work?

Comment:

Are all windows within 14 feet off the ground protected with bars, grills or other protective coverings?

Comment:

Have any double hung windows within the building been pinned?

Comment:

Have crank handles been removed from casement windows?

Comment:

Do windows leading to a basement or subsurface level have security bars, grills, or other auxiliary locks?

Comment:

### ***Interior Lighting***

Yes No

Is interior lighting, particularly in high risk areas adequate?

Comment:

Is there an auxiliary power source for interior lighting, particularly in hallways, restrooms and other common areas?

Comment:

Is interior security lighting controlled by a timer rather than a wall switch?

Comment:

### ***Interior Doors***

Yes No

Are interior doors sturdy and resistant to forced entry?

Comment:

Do all interior doors fit tightly within their door frames?

Comment:

If interior doors swing outward and have exposed hinge pins, have removable pins been replaced with non-removable pins?

Comment:

Does each interior door have a workable locking device?

Comment:

### ***Access Management***

Yes No

Is there a written and consistently enforced key management policy?

Comment:

Is there a record of all keys issued, particularly master keys?

Comment:

Is there an enforced policy against unauthorized duplication of keys?

Comment:

Are loss or theft of keys promptly reported?

Comment:

Are periodic key audits conducted?

Comment:

Is there an effective key recovery policy when employees retire, resign, discharged, or suspended?

Comment:

Are duplicate keys stored in a secure location?

Comment:

Is there clear responsibility for key issuance and responsibility?

Comment:

### **Ceiling Construction**

Yes No

Are there suspended ceilings with removable panels within the facility?

Comments:

Do walls of hallways, offices, storage areas, etc, rise completely from subfloor of the second floor or roof so entry cannot be achieved by climbing over the wall?

Comment:

Has wire mesh been placed over the removable panels of suspended ceilings?

Comment:

Have panels of suspended ceilings been glued in place?

Comment:

### **Mechanical Equipment rooms:**

Yes No

Is access to building mechanical rooms adequately controlled?

Comment:

Are all gas, water, sprinkler and other valves securely locked?

Comment:

Are large electrical switches padlocked?

Comment:

## **Safes**

Yes No

Is there a safe used for money or valuable property storage?

Comment:

If "yes" is the safe burglar resistant (able to withstand an attack with burglary tools or a torch for 30 minutes? Is the safe secured to the floor or imbedded in concrete?

Comment:

Is the safe protected by an electronic alarms system?

Comment:

If the safe has wheels or casters, have them been removed?

Comment:

Is the safe lighted at night?

Comment:

Is the safe located where it can be observed by patrolling police or security officers?

Comment:

Is the safe combination changed whenever an employee with knowledge of the combination is involuntarily terminated?

Comment:

Is there regular audits completed over who has access to the safe?

Comment:

## **Security Alarm System**

Yes No

Does the facility have an electronic alarm system?

Comment:

Was the alarm system installed by an experienced, reputable and reliable alarm installation company?

Comment:

Is the security alarm system monitored by a professional alarm monitoring company?

Comment:

If the alarm system is more than five (5) years old, has the equipment been evaluated for upgrading or updating?

Comment:

Have appropriate employees of the business been trained how to properly arm and disarm the alarm system?

Comment:

Does the alarm system have a back-up power source (battery/ generator)?

Comment:

Does the alarm system use a wired or wireless communication with alarm company?

Comment:

The implementation of all or any portion of the recommendations in this Security Assessment are NO guarantee or assurance that crime will go down, nor will they make the property crime-proof. The recommendations should, however, reduce the probability of crime if the strategies and recommendations are properly applied and consistently maintained.

