NOVI POLICE DEPARTMENT

45125 West Ten Mile Road, Novi Michigan 48375
Business: (248) 248-7100 – Emergency: 911 – TDD: (248) 348-7199

Business Security Survey

Business:_____ Incident Number:_____
Address:_____ Date:_____
Phone:_____ Surveying Officer:_____

This confidential Business Security Survey is a free service offered to you by the Novi Police Department. It is designed to reduce your vulnerability to crime by identifying existing or potential security weaknesses. Although the recommendations are effective, there is no guarantee you will not be victimized by crime. If good security practices are in effect, all applicable questions will be answered "Yes". A "No" to any question indicates your business could be more secure and to follow the officer's recommendations. (Y=Yes, N= No, N/A = No Applicable)

Employees
____ Are background checks conducted?
____ Do these checks include: CSC, Misdemeanors and Felonies?
____ Are checks done on cleaning staff, contracted employees?

Computers
____ Does your business have fire walls set up on the computers?
____ Do you utilize network locks and passwords?

Emergency Preparedness
____ Do you have a plan in place if a fire were to occur in the building?
____ Is a plan in place for a bomb threat or other acts of violence?
____ Is a shelter area identified and are employees aware of the location?

Access Control
____ Does the business have a key management policy?
____ Are keys that are lost or stolen reported?
____ Do you have an effective key recovery program?

Alarm System
____ Is the alarm system regularly maintained?
____ Is the system operable?
____ Are members of the business familiar with Novi's alarm ordinance?
____ Are the members of the business familiar with the alarm's operation?

Safes
____ Is the safe secured to the structure?
____ Is the safe concealed?
____ Is the safe fire or burglary rated?
____ Is the safe connected to an alarm system?
____ Is the safe monitored by CCTV system?

Video Surveillance
____ Does the surveillance video have enough storage capabilities?
____ Is up to date equipment used and is it easy to access video?

Ceiling Construction
____ Do the ceilings allow access between rooms and over walls?
____ Does the business have suspended ceilings with panels?

Mechanical Rooms
____ Are the computer servers located in the mechanical rooms?
____ Are the valves secured and locked?
____ Is there access control to this room?

Interior Doors
____ Are the doors sturdy and resistant to force?
____ Are the doors equipped with a workable locking device?
____ Do the doors have hinge pins located inside?
____ Are the door frames in good condition?

Interior Lighting
____ Is the interior lighting adequate?
____ Is an auxiliary source of lighting available?

Exterior Doors
____ Are the door sturdy and resistant to force?
____ Are the doors equip with a strike plate secured with 3" screws and do they have a deadbolt at least a 1" throw?
____ Is the door connected to the alarm system?
____ Is an eye viewer (180 degrees) installed?
____ Are the door hinge pins located inside?

Exterior Windows
____ Do the windows have adequate locks?
____ Are the windows connected to the alarm system?
____ Are unused windows secured?

Building Exterior
____ Does the building have a fire escape and exits?
____ Are telephone/ power lines secured?
____ Are the roof access secured and the air units secure?

Exterior Grounds
____ Are fences and gates in good condition?
____ Are trees trimmed six feet from the ground and are they away from the building to prevent roof access?
____ Are trees trimmed as not to block lights?
____ Are the bushes trimmed away from the windows?

Parking Areas
____ Are the parking areas well lit?
____ Are employee / customer parking areas defined?
____ Are measures in place to restrict employee theft?
____ Do the employees have a secured parking area?

Exterior Lighting
____ Is there adequate lighting?
____ Are the sides of the building, walkways well lit?
____ Are electrical switch boxes secured?
____ Are the lights on a timer?