

# Derby Police Department Business Security Checklist



For additional crime prevention information, contact:

Derby Police Department  
Community Education Section

(316) 788-1557

Follow Derby Police Department at:

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Provided courtesy of the  
Derby Police Department and  
Derby Chamber of Commerce



## A Note from the Police Chief

Dear Business Owners,

The Derby Police Department is dedicated to educating business owners about crime prevention. The information in this booklet provides resources for business owners on how to reduce crime at their business. Promoting a safe and secure community which includes our business partners is critical to our overall success. A thriving business community is vital to the City of Derby.



By following the basic tips in this crime prevention booklet, you can help reduce the chances of becoming a victim of crime. If implemented, the suggestions offered will help protect your property, and most importantly, your business and employees. We recommend that you become familiar with and initiate the crime prevention methods provided in this guide.

If you have questions, call the Derby Police Department Community Education Section at 316-788-1557 or visit [www.derbyweb.com/police](http://www.derbyweb.com/police).

Robert Lee  
Chief of Police

## CRIME PREVENTION TOOLS

If you have information about a felony crime or fugitive in Derby, call Crime Stoppers at 788-TIPS and you could be eligible for a cash reward. No one will ask your name. You will be assigned a code number for identification.



**Important:** When calling Crime Stoppers, do not use a cordless phone or cell phone. These are not secure lines and people with scanners could hear your call. You will need to follow up on your tip with the Crime Stoppers Coordinator during daytime hours. If your information leads to an arrest, the Crime Stoppers Board of Directors will vote on the amount of the reward. When you call back, you will be notified of a location to pick up your reward without anyone knowing your name.

### Citizen Observer

The Derby Police Department uses Citizen Observer software to send text messages and emails to residents who sign up to receive the notifications. Messages alert residents to crimes being investigated, safety tips and traffic issues.

Residents may register on the website individually or as part of a neighborhood watch or business group. Visit [www.citizenobserver.com](http://www.citizenobserver.com) to sign up. You can find the Derby Police Department under the "Communities" tab.

Citizen Observer also provides a platform for citizens to report crime tips anonymously through tip411. To send an anonymous tip via text message to the Derby Police Department, text the keyword DERBYPD and your tip to 847411 (tip411).











## CASH MANAGEMENT PROCEDURES

### CASH REGISTERS

	Yes	No
Are cash registers located in central areas and away from exits?	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting over all cash registers bright to ensure visibility from the street and 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 the handling of 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 forgery and counterfeit money, money orders, traveler's checks and driver licenses and how to deal with con artists?	<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 deposits in drop safes?	<input type="checkbox"/>	<input type="checkbox"/>
Are hourly drops for money required?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees who handle cash instructed in policies regarding cash back on checks, credit cards or gift cards?	<input type="checkbox"/>	<input type="checkbox"/>

## WORKING WITH CONTRACTORS

	Yes	No
Is access by a contractor limited to specific times, entrances and areas within the building?	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors supervised by a specified employee or the manager while on the premises?	<input type="checkbox"/>	<input type="checkbox"/>
Are contracts reviewed by a lawyer or the legal department before they are signed?	<input type="checkbox"/>	<input type="checkbox"/>
If necessary, is approval granted for a contract before it is signed?	<input type="checkbox"/>	<input type="checkbox"/>
Are records or reports of all work performed by contractors compared to terms in the contract and kept on file?	<input type="checkbox"/>	<input type="checkbox"/>

## WORKING WITH VENDORS

	Yes	No
Is vendor access to the business limited to specific times, entrances and areas within the building?	<input type="checkbox"/>	<input type="checkbox"/>
Are vendors supervised by a specified employee or the manager while they are on the premises?	<input type="checkbox"/>	<input type="checkbox"/>
Are manager-approved purchase orders required before ordering supplies?	<input type="checkbox"/>	<input type="checkbox"/>
Are all shipments/supplies immediately checked against invoices?	<input type="checkbox"/>	<input type="checkbox"/>
Are all received supplies spot-checked as necessary for correct quality and quantity ordered?	<input type="checkbox"/>	<input type="checkbox"/>
Are all received supplies removed from the dock/receiving area to storage as soon as possible?	<input type="checkbox"/>	<input type="checkbox"/>
Are boxes and "empties" removed by vendors checked to make sure supplies or equipment are not being hidden inside?	<input type="checkbox"/>	<input type="checkbox"/>
Are all stock supplies given inventory numbers and rotated to ensure use?	<input type="checkbox"/>	<input type="checkbox"/>
Is a written inventory maintained and updated daily or weekly for everything in stock/storage?	<input type="checkbox"/>	<input type="checkbox"/>

## CASH MANAGEMENT PROCEDURES

### CASH REGISTERS, CONT.

	Yes	No
Before opening, are cash registers supplied with a minimum amount of cash?	<input type="checkbox"/>	<input type="checkbox"/>
Are receipts generated for each cash register transaction?	<input type="checkbox"/>	<input type="checkbox"/>
Is one transaction completed and rung out before another is begun?	<input type="checkbox"/>	<input type="checkbox"/>
Are cash drawers to all registers kept closed and locked between transactions?	<input type="checkbox"/>	<input type="checkbox"/>
Are "over-rings" and "voids" on point-of-sale computers and cash registers approved by managers before transactions are completed?	<input type="checkbox"/>	<input type="checkbox"/>
Are tape receipts reconciled with cash in the drawer at least once each shift?	<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"/>
Are cash and credit card receipts removed from the facility or securely locked away after each business day?	<input type="checkbox"/>	<input type="checkbox"/>

## CASH MANAGEMENT PROCEDURES

### ACCOUNTING PROCEDURES

	Yes	No
Are checks and deposit slips locked up?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, are the bonding requirements for employees met?	<input type="checkbox"/>	<input type="checkbox"/>
Are all payments made by check countersigned by Bonded signatories?	<input type="checkbox"/>	<input type="checkbox"/>
Are bank statements promptly reconciled against deposit records and checks issued?	<input type="checkbox"/>	<input type="checkbox"/>
Are both regular and unannounced audits performed?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Is petty cash kept to a minimum and properly secured?	<input type="checkbox"/>	<input type="checkbox"/>
Are receipts for petty cash recorded and balanced regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are security paper and/or security features used to prevent illegal duplication or alteration of paychecks or gift certificates produced by an on-site computer?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

## PROCEDURES FOR HANDLING EMERGENCIES

	Yes	No
Is there a written policy for dealing with theft, robberies, alarm responses, threats and other security issues?	<input type="checkbox"/>	<input type="checkbox"/>
Are report forms accessible to employees to fill out in the event of an incident?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees finish reports in a timely and accurate manner?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained in the procedures for handling a robbery, violence and other security situations?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a poster or sticker near all telephones with emergency procedures and numbers?	<input type="checkbox"/>	<input type="checkbox"/>
Is the name of the business, street address and telephone number written on or near all phones?	<input type="checkbox"/>	<input type="checkbox"/>

## GUEST SECURITY

	Yes	No
Are signs warning about possible security dangers posted near the parking lot, entrances, guest coat racks and restrooms where guests can easily read and understand them?	<input type="checkbox"/>	<input type="checkbox"/>
Are guests' coats and their belongings checked using proper checking procedures and receipts?	<input type="checkbox"/>	<input type="checkbox"/>
Are guests protected from assaults by employees, other guests and intruders?	<input type="checkbox"/>	<input type="checkbox"/>
Are there written procedures for employees that describe how to protect guests from other guests, intruders or emergencies, such as unruly crowds?	<input type="checkbox"/>	<input type="checkbox"/>
Are there report forms for the use of employees or managers to record incidents involving theft or customer property or unruly behavior?	<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 cash deposited and secured in a safe at the end of the day?	<input type="checkbox"/>	<input type="checkbox"/>
Are safes equipped with secure one-way drop slots 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 at all times?	<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"/>

## CASH MANAGEMENT PROCEDURES

### BANK DEPOSITS

	Yes	No
Does the manager oversee the preparation of money for bank deposits?	<input type="checkbox"/>	<input type="checkbox"/>
Are deposits made by different managers or employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are deposits made in a timely manner so that cash does not build up to high amounts?	<input type="checkbox"/>	<input type="checkbox"/>
Are deposits sent to the bank by armored car or bonded messenger?	<input type="checkbox"/>	<input type="checkbox"/>
Is money to be deposited in the bank in a bag or package that does not look like a bank deposit bag?	<input type="checkbox"/>	<input type="checkbox"/>
If the manager or an employee takes deposits to the bank, is the route, the day and time of bank deposits varied regularly to prevent a predictable pattern that robbers might follow?	<input type="checkbox"/>	<input type="checkbox"/>
While at the bank, do employees know not to talk to anyone except the teller?	<input type="checkbox"/>	<input type="checkbox"/>
If a night deposit slot or box at the bank is used after hours, do employees know they should not approach it if other people are standing around?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees know to report any unusual occurrences they may notice on the way to or while they are at the bank?	<input type="checkbox"/>	<input type="checkbox"/>

## SENSOR ALARMS

	Yes	No
Are sensors and alarms used for each entrance, all storage areas, cash register and safes?	<input type="checkbox"/>	<input type="checkbox"/>
Are sensors and alarms properly set?	<input type="checkbox"/>	<input type="checkbox"/>
Are sensor 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 alarm and sensor systems?	<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"/>

## SECURITY PERSONNEL & SERVICES

	Yes	No
Do security officers arrive and leave on time?	<input type="checkbox"/>	<input type="checkbox"/>
Do security officers follow all established procedures for patrols and other duties?	<input type="checkbox"/>	<input type="checkbox"/>
Do security contractors or guards submit reports?	<input type="checkbox"/>	<input type="checkbox"/>
Are security officers well trained and competent?	<input type="checkbox"/>	<input type="checkbox"/>

## GENERAL ALARM SYSTEMS

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

## MANAGEMENT WORK PROCEDURES

### TRAINING AND MONITORING EMPLOYEES

	Yes	No
Is local or first-line management involved in security training for employees, security inspections and communication about security policies?	<input type="checkbox"/>	<input type="checkbox"/>
Are new employees aware of the serious effects for the business, and their own livelihood, from even small thefts or security policy violations?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received training in security procedures and policies?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained to use the security systems?	<input type="checkbox"/>	<input type="checkbox"/>
Are work schedules posted and changed only with the manager's permission?	<input type="checkbox"/>	<input type="checkbox"/>
If employees are assigned to report and correct safety violations, are they given the training, time, and authority to carry out these assignments?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees uncomfortable about reporting security violations to management?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees provided with recognition or incentives for following security rules?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees given praise for noticing security violations and bringing them to the attention of management?	<input type="checkbox"/>	<input type="checkbox"/>

## MANAGEMENT WORK PROCEDURES

### GENERAL MANAGEMENT PROCEDURES

	Yes	No
Is senior management involved in creating security policy and regularly informed of security issues?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employee records and files kept confidential and locked?	<input type="checkbox"/>	<input type="checkbox"/>
Are references checked for each job applicant?	<input type="checkbox"/>	<input type="checkbox"/>
If drug testing is used, are signed permission forms obtained from the employees when hired and kept on file?	<input type="checkbox"/>	<input type="checkbox"/>
Are the results of drug test kept confidential and locked up?	<input type="checkbox"/>	<input type="checkbox"/>
Is local management trained to recognize signs of theft, drug and alcohol abuse or severe employee discontent?	<input type="checkbox"/>	<input type="checkbox"/>
Are exit interviews conducted and written notes from these interviews kept on file for dismissed employees and those who chose to leave?	<input type="checkbox"/>	<input type="checkbox"/>

## EMPLOYEE WORK PROCEDURES

	Yes	No
Do employees understand the legal definition of theft, and the business definition?	<input type="checkbox"/>	<input type="checkbox"/>
Have all employees received, read and signed a written policy on security procedures, including theft, drug and alcohol abuse, harassment and the employees responsibilities for compliance?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees understand company actions in the event of a policy violation?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees signed a consent form to follow all established policies and to abide by actions taken in the event of a violation?	<input type="checkbox"/>	<input type="checkbox"/>

### TAKING OUT THE TRASH

	Yes	No
Is trash taken by two or more employees?	<input type="checkbox"/>	<input type="checkbox"/>
Is the back door closed and locked after the trash is dumped?	<input type="checkbox"/>	<input type="checkbox"/>
Is trash only taken outside to the dumpster before dark?	<input type="checkbox"/>	<input type="checkbox"/>
Are trash cans and non-flattened boxes inspected by a manager to see that no merchandise or supplies are being removed from the business?	<input type="checkbox"/>	<input type="checkbox"/>
Are your dumpsters good hiding places for criminals?	<input type="checkbox"/>	<input type="checkbox"/>