



WESTERVILLE DIVISION OF POLICE

Security Survey Checklist: Business

"Being There When Needed"

Business Name:
 Owner Name:
 Business Address:
 Officer: Survey No.:

DOORS

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Is the exterior doors solid core or made of steel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do the doors have deadbolt locks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does bolt extend at least 1"? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the locks that can be opened from the inside at least 40" from glass door windows? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. If the lock is within 40" is the lock a double cylinder lock? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does door securely fit the doorjamb? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the doorjamb tightly fastened? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the strike plate securely fastened to the doorjamb? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is the strike plate attached to the doorjamb with at least 3" wood screws? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the hinge pins on the outside of the door? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. If they are, are they non-removable? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Does the spring bolt have an anti-shim device? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Is there a screen/ storm door? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Can you pull this door open when it is in the "locked" position? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. If you have sliding glass door, is there a secondary lock? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Have the locks been re-keyed since you've owned the business? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Does your basement door have a lock which isolates that area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WINDOWS

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are the first floor windows locked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have double hung windows been pinned? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do metal windows have auxiliary locks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do slide windows have a wood or metal bar in the track? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. On slide windows are there "anti-lift" screws in the top track? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are the windows the louver type? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is window air conditioner secured from the inside? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are the basement windows the block window type? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Do the basement windows have auxiliary locks or security bars in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the screens and storms securely fastened to the business? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ALARMS

	YES	NO	N/A
1. Are they utilized when away from the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are they used when in bed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there signs on the windows or in the front yard advising that the business has an alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are members of the business familiar with the alarm operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the alarm code displayed on the alarm box?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIGHTING

	YES	NO	N/A
1. Are the exterior lights by the front door kept on overnight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the exterior lights by the rear door kept on overnight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there lights around the building sides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are these lights in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do these lights emit sufficient light to eliminate blind spots or shaded areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are interior lights kept on when away from the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are interior lights kept on timers when away from the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACCESS CONTROL

	YES	NO	N/A
1. Are visitor passes required before visitors can enter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the visitors distinctive from those issued to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is a record kept of when and to whom a pass is issued?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are passes collected when visitors depart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are badges hard to copy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are perimeter fences adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the roof illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are the parking lots adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are lights controlled by an automatic timing device?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are burnt-out bulbs replaced immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are light fixtures protected against breakage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are passageways and storage areas illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the lighting at night adequate for security purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is the night lighting sufficient for surveillance by the police division?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is the business protected on all sides by fences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are fences in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are trees, bushes, and tall grass kept clear of the fence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are the locks checked regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are the gates kept locked when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Is it equipped with alarms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
21. Does it have barbed wire overhangs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Is each door equipped with a secure locking device?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are doors constructed of sturdy material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Is the number of doors limited to the essential minimum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Are the door hinge pins spot-welded or bradded to prevent removal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Are hinges installed on the inward side of the door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Are time locks used to detect unauthorized entrances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. If padlocks are used, are they made of high-quality materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Are the padlock hasps of the heavy-duty type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Are all fire doors protected by opening alarms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Are all doors connected to an alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Is there a specific lockup procedure that is followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Are windows equipped with locks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Are windows connected to an alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Are windows protected with burglar-resistant material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Is someone responsible for checking all windows to make sure they are closed and locked every night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Are all alarms connected to a central control center?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Is the station manned at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Are there periodic checks on the response time to alarms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Are the alarms tested on a periodic basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. I there a backup emergency power source for the alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Are surveillance cameras used on exits and entrances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Are surveillance cameras used on parking lots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OFFICE SECURITY

	YES	NO	N/A
1. Is proper vigilance used on elevators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are strangers properly greeted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are your billfold, purse and other personal belongings protected while on the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are fellow employees reported when observed stealing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there only one person in charge of issuing all keys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is a record kept of who has received what keys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do all keys state "Do Not Duplicate"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are maintenance personnel, visitors, etc. required to show identification to a receptionist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is there a clear view from the receptionist's desk of entrance, stairs, and elevator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Can entrances be reduced without loss of efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are office doors locked when unattended for a long period of time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
12. Are items of value secured in a locked file or desk drawer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are desks and files locked when the office is left unattended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Has the supervisor in each office been briefed on security problems and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Do all office employees receive some security education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Do office closing procedures require that all high value items be locked in desks at night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Is all office equipment permanently identified and registered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are all computers, typewriters and other valuable desk-top equipment secured to desks with office equipment locks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are office entrance doors kept locked except during business hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are locking procedures for files containing proprietary information observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is proprietary information distributed only on a need-to-know basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Is all confidential material shredded before being placed in the trash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are all janitorial employees logged in and out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Is petty cash kept to a minimum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Is petty cash stored in an adequate security area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Are blank checks also properly stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Is the accounting system adequate to prevent loss or pilferage of funds at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Is the plant protected by an adequate guard force?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Are the guards provided with written orders outlining their duties and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Do guards understand their role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Are guards prepared to act in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Are guards legally armed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Are guards alert?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Is there an effective security radio system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Is adequate security material on hand and used correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VEHICLE CONTROL

	YES	NO	N/A
1. Is there a separate area for employee parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a separate area for visitor parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are service vehicles verified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is a log of service vehicles kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are parking areas fenced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are parking areas illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 7. Are parking areas patrolled by guards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

HIGH SECURITY AREAS

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Are high security areas locked at all times? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are high security areas under close supervision by security personnel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are badges marked to designate those who may enter high security areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do employees have to verify their identity when entering security areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is access to high security areas controlled by guards or electronic devices? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WAREHOUSE

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Are returned goods promptly accounted for, promptly restocked and posted to inventory control records? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are complete counts taken of all incoming material? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is all merchandise moved from dock to truck checked by an independent party other than the person filling or trucking the order? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are small and valuable items stored in safeguarded areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is warehouse access limited to authorized personnel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are waste collection and trash containers spot checked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do internal or independent audit practices include verification of shipping and receiving procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are dock areas well lighted and under closed-circuit television surveillance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are shipping and receiving areas geographically separated from each other? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Do supervisors verify orders placed on trucks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is there a separate waiting room for truck drivers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is provision made for employee parking outside of a perimeter fence, away from shipping and receiving? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are trucks checking in and out? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PERSONNEL

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are employees issued badges or identification cards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are employees required to display badges before entering? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are all identification cards numbered? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do identification cards have photographs of employees? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is a record kept of all lost or stolen badges? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is a record kept of all badges issued? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 7. Are all employees appropriately screened before they are hired? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are all applicants fingerprinted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are all applicants photographed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are all applicants required to supply birth certificates? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are personnel files kept on all employees? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are references checked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are employees required to provide names of past employers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are past employers checked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are employees required to provide other names used by them? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Is a check made of the employee's past financial and credit history? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. If there has been any losses of company or personal property as a result of burglary, robbery, theft, arson, fraud, embezzlement, etc., were these losses reported immediately to security? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CUSTOMER SERVICE

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Are customers greeted upon entering the business? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are clerks well trained in observing shoplifting behavior? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have appropriate internal preventive measures been taken to inhibit shoplifters? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are personnel assigned working hours according to the store's busiest hours? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are shoplifters prosecuted to the fullest extent? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

MISCELLANEOUS

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are the shrubs cut below window level? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are trees cut above window level? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is your landscaping trimmed to eliminate hiding places? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the house numbers visible from the street? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are fences kept locked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are sheds kept padlocked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

KEYS

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Key Control – How many employees have keys, etc.? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have any hidden keys? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WAIVER AND RELEASE

"I understand that the Westerville Division of Police is conducting a security survey of my residence/business as a courtesy to help reduce my chances of becoming a crime victim. I understand that even if I follow all of the suggested recommendations I can still become a victim of crime. I hereby release, waive, discharge covenant not to sue the City of Westerville, Westerville Division of Police, or its employees, from any and all liabilities arising out of the completion of this survey or of following the recommendations in the survey. I understand that I have given up substantial rights by signing this waiver and release and sign it voluntarily. This waiver also binds my heirs and assignees"

RECOMMENDATIONS: