

# Security CHECKLIST

*A Guide for Businesses*



## Grove City

*Division of*

# POLICE

614-277-1710

3360 Park Street  
Grove City, OH 43123

[Police.GroveCityOhio.gov](http://Police.GroveCityOhio.gov)





The Grove City Division of Police officers practice a community-oriented method of policing. This approach employs a partnership between the officers and the community to identify crime concerns and jointly develop solutions. Effective community policing reduces the fear of crime and improves the City's quality of life.

Whether you've lived in your home for two weeks or two years, use this list to make your home a safer place for you and your loved ones.

If you're like most homeowners, you may not know about all of the things that would make your home vulnerable.

This home security checklist helps assess possible weaknesses. The boxes you mark "no" indicate areas you can improve to make your home more secure.

## Doors, Windows & Openings

1. Are all entrance doors clearly visible from either the parking lot or the street?  Yes  No
2. Do all entrances have shatterproof windows allowing people to look outside before opening the door?  Yes  No
3. Are all doors fire-rated, self-closing and hinged to swing to the outside. If you have externally exposed hinges are they outswinging security hinges?  Yes  No
4. Are all door/window locks in good repair?  Yes  No
5. Are back doors locked during operating hours to prevent intruder entry and are they equipped with panic hardware for emergency exit?  Yes  No
6. Are employee and other entrances/exits closed securely and locked to prevent entry by intruders?  Yes  No
7. Are height lines marked on door frames or on the wall where they can be seen by employees to help identify the height of thieves?  Yes  No
8. Are windows clear of posters or signs that block the view inside and outside?  Yes  No
9. Are windows that open always closed and locked when the business is closed?  Yes  No
10. Do windows have locks and safety bars easily unlocked by employees to use as an emergency exit if necessary?  Yes  No
11. Are heating, ventilation and air conditioning ducts covered and at least 10 ft. from the ground to prevent entry?  Yes  No

## Exterior

1. Are exterior lights working, bright enough, protected by wire cages and on a backup power supply?  Yes  No
2. Are parking lots and exterior entrances properly illuminated?  Yes  No
3. Are shrubs and bushes near entrances and around the parking lot trimmed to eliminate areas to hide?  Yes  No
4. Are fences around outdoor patios, terraces and gardens secured and in good repair?  Yes  No
5. Is the furniture in outdoor areas secured or locked inside the building during non-operating hours?  Yes  No
6. 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?  Yes  No
7. Are mirrors installed on the corners of the building to enable an employee to observe the sides and back of the building from the back doorway?  Yes  No

## Interior

1. Are all interior rooms and hallways properly lighted?  Yes  No
2. Are there clear lines of sight between storage racks so anyone in storage areas can be readily seen?  Yes  No
3. Can an employee in a storage area clearly see the doorway to observe a person entering the room?  Yes  No

4. Are hallways free of boxes or equipment that might provide hiding places?  Yes  No
5. Are mirrors positioned strategically in long corridors so employees can see along the entire length?  Yes  No
6. Are windows and locks on windows in restrooms in good repair to prevent intruder entry or exit?  Yes  No
7. Is access to the employee locker room or break room limited to employees?  Yes  No
8. Are employees instructed to leave valuables at home or locked from public access?  Yes  No
9. Do employees provide locks for their lockers and use them?  Yes  No
10. Are lockers or break rooms monitored for security violations and employee safety?  Yes  No
11. Are time clocks and time cards in a secure location?  Yes  No

## Opening and Closing Your Business

1. Are security practices integrated and employees trained in procedures for opening and closing?  Yes  No
2. Are there written policies for employees who open and close the facility?  Yes  No
3. Is a manager always present for opening and closing?  Yes  No
4. Do employees work in teams to open and close?  Yes  No
5. Do employees inspect the exterior of the building for signs of a burglary or vandalism before entering?  Yes  No
6. Do employees scan the outside area for suspicious people before unlocking and entering the business?  Yes  No
7. Do employees lock the door behind them and keep it locked until it's time to open for business?  Yes  No
8. Are employees trained to allow only scheduled employees to enter the business before opening hours?  Yes  No
9. Do employees make a complete inspection of the facility before closing to confirm no one is hiding inside, including the restrooms?  Yes  No
10. Are employees told not to let anyone in after closing?  Yes  No
11. Are all doors locked promptly at closing and kept locked while employees are in the business?  Yes  No

## Cash Registers

1. Are cash registers located in central areas and not near exits?  Yes  No
2. Is lighting over cash registers bright enough to ensure visibility from the street and from other rooms?  Yes  No
3. Is access to cash registers limited to certain employees?  Yes  No
4. Are there written employee policies for handling money and receipts?  Yes  No
5. Are employees who handle cash transactions trained in cash handling procedures?  Yes  No
6. Have employees signed a cash-handling policy statement?  Yes  No
7. Are all employees who handle cash, checks and credit cards trained to recognize forgery and counterfeit money, money orders, traveler's checks and driver's licenses and how to deal with con artists?  Yes  No

8. Are managers required to oversee all corrections of errors in cash register entries?  Yes  No
9. If your point-of-sale system allows handling cash, are cashiers required to make deposits in drop safes?  Yes  No
10. Are hourly drops for money required?  Yes  No
11. Are employees who handle cash trained in policies regarding cash back on checks, credit cards and gift certificates?  Yes  No
12. Before opening, are cash registers supplied with a minimum amount of cash?  Yes  No
13. Are receipts generated for each cash register transaction?  Yes  No
14. Is one transaction completed and rung out before another is begun?  Yes  No
15. Are cash drawers kept closed and locked between transactions?  Yes  No
16. Are "over-rings" and "voids" on point-of-sale computers and cash registers approved by managers before transactions are completed?  Yes  No
17. Are tape receipts reconciled with cash in the drawer at least once each shift?  Yes  No
18. Is excess cash removed from registers during the day to prevent a build-up of cash on hand?  Yes  No
19. Are cash and credit card receipts removed from the facility or securely locked away after each business day?  Yes  No

## Accounting

1. Are checks and deposit slips locked up?  Yes  No
2. Is access to checks, deposit slips and receipts divided by two or more managers or employees to provide a system of checks and balances?  Yes  No
3. If applicable, are the bonding requirements for employees met?  Yes  No
4. Are all payments made by check countersigned by a Bonded signatory?  Yes  No
5. Are bank statements promptly reconciled against deposit records and checks issued?  Yes  No
6. Are both regular and unannounced audits performed?  Yes  No
7. If paychecks are generated on-site, is access to checks and the computer system secured and limited to certain individuals?  Yes  No
8. Is petty cash kept to a minimum and properly secured?  Yes  No
9. Are receipts for petty cash recorded and balanced regularly?  Yes  No
10. 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?  Yes  No
11. Is there a record-keeping system to monitor the disbursement and receipt of gift certificates and coupons, so they are not duplicated or used more than once?  Yes  No

## Safes

1. Is money counted only behind a closed, locked door?  Yes  No
2. Are all receipts counted and cash deposited and secured in a safe at the end of each business day?  Yes  No
3. Are safes equipped with secure, one-way drop slots for deposits?  Yes  No
4. Are safe combinations written and kept in a secure location?  Yes  No

- 5. Are safes secured to the floor or wall to hinder removal?  Yes  No
- 6. Are safes kept locked at all times?  Yes  No
- 7. If the safe is in a manager's office, is the office locked when the manager is not inside?  Yes  No

## Bank Deposit

- 1. Does a manager oversee the preparation of money for bank deposits?  Yes  No
- 2. Are deposits made by different managers or employees?  Yes  No
- 3. Are deposits made in a timely manner so that cash does not build to high amounts?  Yes  No
- 4. Are deposits sent to the bank by armored car or bonded messenger?  Yes  No
- 5. Is money to be deposited in the bank in a bag or package that does not look like a bank deposit bag?  Yes  No
- 6. If the manager or an employee takes deposits to the bank is the route, day and time of bank deposits varied regularly to prevent a predictable pattern robbers might observe?  Yes  No
- 7. While at the bank, do employees know to not talk to anyone except the teller?  Yes  No
- 8. 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?  Yes  No
- 9. Do employees know to report any unusual occurrences they notice on the way to or at the bank?  Yes  No

## Management Work Procedures

- 1. Is local or first-line management involved in security training for employees, security inspections and communication about security policies?  Yes  No
- 2. Have employees received training in security procedures and policies?  Yes  No
- 3. Have employees been trained to use the security systems?  Yes  No
- 4. Are new employees aware of the potential serious effects on the business and their own livelihood of even small thefts or security policy violations?  Yes  No
- 5. Are work schedules posted and changed only with the manager's permission?  Yes  No
- 6. If employees are assigned to report and correct safety violations are they given the training, time and authority to carry out these assignments?  Yes  No
- 7. Are employees comfortable about reporting security violations to management?  Yes  No
- 8. Are employees provided with recognition or incentives for following security rules?  Yes  No
- 9. Are employees given praise for noticing security violations and bringing them to the attention of management?  Yes  No

## General Management

1. Is senior management involved in creating security policy and regularly informed of security issues?  Yes  No
2. Are all employee records and files kept confidential and locked?  Yes  No
3. Are references checked for each job applicant?  Yes  No
4. If drug testing is used, are signed permission forms obtained from an employee when hired and kept on file?  Yes  No
5. Are the results of drug tests kept confidential and locked up?  Yes  No
6. Is local management trained to recognize signs of theft, drug and alcohol abuse or severe employee discontent?  Yes  No
7. Are exit interviews conducted and written notes from these interviews kept on file for all former employees?  Yes  No

## Employee Work Procedures

1. Do employees understand the legal and business definition of theft?  Yes  No
2. 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?  Yes  No
3. Do employees understand company actions in the event of a policy violation?  Yes  No
4. Have employees signed a consent form to follow all established policies and abide by actions taken in the event of a violation?  Yes  No
5. Are signed employee consent forms kept on file by the appropriate personnel?  Yes  No

## Taking Out the Trash

1. Is trash taken out by two or more employees?  Yes  No
2. Is the back door closed and locked after the trash is dumped?  Yes  No
3. Is trash only taken outside to the dumpster before dark?  Yes  No
4. Are trash cans and non-flattened boxes inspected by a manager to ensure no merchandise or supplies are removed from the business?  Yes  No
5. Are your dumpsters designed to prevent criminals from hiding?  Yes  No

## General Alarm Systems

1. Are there procedures for making, storing, dispersing and retrieving all keys or access cards to the facilities and safes?  Yes  No
2. Are lock access codes kept secret and changed as necessary?  Yes  No
3. Are security controls in place and used for all point-of-sale and office computer systems?  Yes  No
4. Are computer access codes kept secret and changed regularly?  Yes  No
5. 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?  Yes  No

6. 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"?  Yes  No
7. Have employees been told not to give out information about operating and security procedures to guests, telephone callers and outside contractors/vendors?  Yes  No
8. Are identification badges, nametags or uniforms used to identify employees?  Yes  No
9. Are employees required to park far enough from the building so they cannot easily transfer stolen items to their vehicles?  Yes  No
10. Are employee arrivals and departures restricted to certain times and doorways?  Yes  No
11. Is employee access to the building restricted on days off?  Yes  No

## Sensor Alarms

1. Are sensors and alarms used for each entrance, storage areas, cash registers and safes?  Yes  No
2. Are sensors and alarms properly set?  Yes  No
3. Are sensors and alarms maintained and in working order?  Yes  No
4. Are alarms tested regularly by the supplier?  Yes  No
5. Are employees trained in the policies and use of alarm and sensor systems?  Yes  No
6. Do employees know what to do in the event of a false alarm or accidental triggering?  Yes  No
7. Are all security systems and security-related renovations checked against accessibility requirements?  Yes  No

## Security Personnel & Services

1. Do security officers arrive and leave on time?  Yes  No
2. Do security officers follow all established procedures for patrols and other duties?  Yes  No
3. Do security contractors or guards submit written activity reports?  Yes  No
4. Are security officers well-trained and competent?  Yes  No

## Guest Security

1. 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?  Yes  No
2. Are guests' coats and their belongings checked using proper checking procedures and receipts?  Yes  No
3. If valet parking is provided are proper procedures used for parking, storing keys and returning cars?  Yes  No
4. Are there written procedures for employees that describe how to protect guests from other guests, intruders or emergencies, such as unruly crowds?  Yes  No
5. Are there report forms for employees or managers to record incidents involving theft of customer property or unruly behavior?  Yes  No



## Procedures for Handling Emergencies

1. Is there a written policy for dealing with theft, robberies, alarm responses, threats and other security issues?  Yes  No
2. Are report forms accessible to employees to fill out in the event of an incident?  Yes  No
3. Do employees finish reports on time and accurately?  Yes  No
4. Have employees been trained in the procedures for handling a robbery, violence and other security situations?  Yes  No
5. Is there a poster or sticker near all telephones with emergency procedures and numbers?  Yes  No
6. Is the name of the business, street address and telephone number written on or near all phones?  Yes  No

## Working with Vendors

1. Is vendor access to the business limited to specific times, entrances and areas within the building?  Yes  No
2. Are vendors supervised by a specified employee or the manager while they are on the premises?  Yes  No
3. Are manager-approved purchase orders required before ordering supplies?  Yes  No
4. Are all shipments/supplies immediately checked against invoices?  Yes  No
5. Are all received supplies spot-checked for correct quality and quantity ordered?  Yes  No
6. Are all received supplies removed from the dock/receiving area and moved to storage as soon as possible?  Yes  No
7. Are boxes and empty containers removed by vendors checked to make sure supplies or equipment are not hidden inside?  Yes  No
8. Are all stock supplies given inventory numbers and rotated to ensure use?  Yes  No
9. Is a written inventory maintained and updated daily or weekly for everything in stock/storage?  Yes  No

## Working with Contractors

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











## OTHER

Keep this checklist and phone listing near your phone. Add any additional emergency phone numbers or work numbers on the blank lines.

**Police Non-emergency: 614-277-1710**

**Grove City Administration: 614-277-3000**

**Poison Control: 614-228-1323**

**Columbia Gas Emergency: 800-344-4077 then 9-1-1**

**American Electric Power Emergency: 800-277-2177**

**Alarm Company:**

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## Crime Alerts

Members receive current crime trend information via email alerts. Information may include: criminal activity in specific areas, crime trends to watch for, recent scam patterns and suspect photos. **Join online at [police.grovecityohio.gov](http://police.grovecityohio.gov).**

# important numbers

**EMERGENCY: 9-1-1**

**Police Non-emergency: 614-277-1710**

**Crime Prevention: 614-277-1765**

**Anonymous Tipline: 614-277-1808**

**Detective Bureau: 614-277-1750**

**crime map**



Find your neighborhood's criminal activity on the Crime Mapping tool at [Police.GroveCityOhio.gov](http://Police.GroveCityOhio.gov).

*The mission of the Grove City Division of Police is to serve and protect all, by providing professional law enforcement services in partnership with the community.*

**find us  
online**



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