



TSE - Tri State Enforcement

partner services

*security
self assessment*

Provided by:
TSE
TRI STATE ENFORCEMENT
REGIONAL AUTHORITY

SECURITY SELF ASSESSMENT

Purpose: This self security assessment has been designed to help most organizations and businesses conduct a thorough and impartial assessment and review of their safety and security posture.

The questions in this assessment have been specifically chosen to allow business owners, managers, and other stakeholders to be able to learn, identify, adapt, and make implementations and/or changes based on the results of this assessment. This assessment should be treated as strictly confidential and proprietary, and should be closely protected - as it could expose vulnerabilities of your location.

The objective of this security self assessment is to help guide organizations to identifying weaknesses and vulnerabilities, allowing for subsequent correction and mitigation. TSE recommends this survey be conducted each quarter, at minimum; to ensure ongoing improvements and goals are met.

Directions: Answer each question in order as you proceed through the survey. At the end of each part, write the total number of “Yes” and “No” responses in the space provided for each part. If a question could be answered either way, mark “No” and review the issue to see if it is possible to correct the deficiency in the future. You can review and analyze each part of the assessment after completion to discover vulnerabilities that can be corrected or mitigated. It is imperative to answer the questions truthfully.

Questions: If you have questions about your security self-assessment, please contact TSE (<https://tseonline.org/message-us/>)

Section A

Safety & Security Self-Assessment, Section A			
PART 1: Building Identification and Access (16 Questions)			
	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Is the location visible from the street both the day and night so passersby could see if an emergency were occurring and call 911?			
2. Are the entry points to the facility/location supervised?			
3. Do all employees, visitors, and vendors have an identification credential while on property?			
4. Are visitors allowed entry by appointment only, and do they have to report to a reception area before entry?			
5. Are visitors escorted to and from their destination?			
6. Are visitors asked to provide proof of identification?			
7. Are visitors asked to sign in (preferably done by employee) when they enter the location?			

	<i>Yes</i>	<i>No</i>	<i>Notes</i>
8. Are visitors provided with visitor's passes?			
9. Are passes designed to look different from employee identification?			
10. Are there external and internal signage to guide visitors?			
11. Are visitor passes collected from visitors when they leave the building?			
12. Do passes have an expiration date on them?			
13. Are visitors prevented from accessing unauthorized areas such as utility rooms and other sensitive areas?			
14. Do employees challenge or offer to assist people not wearing a visitor's pass or identification credential?			
15. Are all incoming deliveries inspected before being delivered to the designated recipient?			
16. Are mail/package handling procedures posted in a conspicuous location?			
Part 1 Total	____/16	____/16	

PART 2: Fences and Gates (5 Questions)

	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Does your location have perimeter fencing that is free of visual obstructions (such as brush, bushes, containers, etc.) and clearly delineates the premises boundary?			
2. Are the fences constructed at a height to limit access? (six to eight feet high fences provide theft security.)			
3. Are gates in good working order and able to be secured by a locking device?			
4. Are security measures on gates sufficient to prevent forced entry?			
5. Are there appropriate warning signs displayed around the perimeter of the premises?			
Part 2 Total	____/5	____/5	

PART 3: Doors and Windows (13 Questions)

	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Are door and window frames made of solid materials?			
2. Are door hinges exposed and vulnerable to tampering?			
3. Are the doors and windows fitted with quality locks to restrict tampering and access?			
4. Is the glass in a door, or within 3 feet from the door lock, resistant to breaking?			
5. Are all locks in good working order?			
6. Are security/screen doors installed?			
7. Are windows fitted with quality locks to restrict access and able to be locked in a partially open position?			
8. Do windows have security film, laminate, wire mesh, steel shutters, security drapes or other application that offer enhanced protection from debris, and enhanced security?			
9. Have steps been taken to restrict easy access to the roof, to include anti-climb products?			

10. Do designated employees check all doors and windows to ensure they are closed and locked at the end of the business day?			
11. Does the facility have a policy in place to inspect rooms such as bathrooms and supply rooms to ensure there is no one is hidden in the building before locking up?			
12. Are ladders and other items that could be used to access the upper floors and/or rooftop of the facility secured?			
13. Are doors regularly checked throughout the day for proper operation (e.g. locks actually latch when the door is closed?)			
Part 3 Total	____/13	____/13	

PART 4: Security Lighting (5 Questions)			
	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Is there security lighting installed around the facility's premises including parking lots and pathways?			
2. Do any lighting units not function or require repair?			
3. Does the security lighting provide adequate coverage to light darkened areas?			
4. Is the lighting power panel locked and secured?			
5. Are there interior lights activated during closed hours?			
Part 4 Total	____/5	____/5	

PART 5: Landscaping (4 Questions)			
	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Is the facility clearly visible from the street?			
2. Are shrubs and landscaping cut to the base of the windows or low enough to negate concealment or opportunity to plant destructive devices?			
3. Has the facility experienced any incidents of vandalism?			
4. Are trash/recycling/storage bins secured in or away from buildings to stop them from being used as a climbing aid, to discourage arson, or conceal a destructive device?			
Part 5 Total	____/4	____/4	



PART 6: Security Alarm Systems (9 Questions)

	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Is the premises protected by an intrusion detection system (alarm)?			
2. Is the security alarm system monitored by a central station?			
3. Does the security alarm system have a duress function?			
4. Does the system work properly and is it tested and serviced on a regular basis?			
5. Is the security alarm system used?			
6. Are a limited number of employees familiar with the procedures for turning the intrusion detection (alarm) system on and off?			
7. Are alarm arming and de-arming codes ever changed?			
8. Does the facility have standard operating procedures for employees responding to alarm activations during operating hours and after hours?			
9. Does the facility's system have a cellular or back-up power supply?			
Part 6 Total	____/9	____/9	

PART 7: Closed Circuit Television / CCTV (9 Questions)

	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Does the facility have CCTV equipment?			
2. Are the cameras actively monitored?			
3. Do the CCTV cameras cover the entrances and exits?			
4. Are areas adjacent to the facility monitored by CCTV?			
5. Does the facility have CCTV cameras covering critical areas, such as server rooms or cash offices?			
6. Are CCTV images recorded, retained for future use as needed, and stored in a secure area?			
7. Could the facility positively identify an individual from the recorded images on the CCTV system?			
8. Is the facility's CCTV system regularly inspected and maintained?			
9. Are there appropriate signs displayed to tell the public/warn offenders that they are being monitored and recorded?			
Part 7 Total	____/9	____/9	

PART 8: Safes and Secure Storage Containers (6 Questions)			
	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Does the facility have a safe installed to secure valuable items?			
2. Is the safe securely anchored?			
3. Is the safe located in a secure area?			
4. Is there CCTV coverage?			
5. Is the area alarmed separately?			
6. Is the safe kept locked?			
Part 8 Total	____/6	____/6	

PART 9: Cash Handling (5 Questions)			
	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Does the facility have established cash-handling procedures?			
2. Does the facility have a lockable cash drawer?			
3. Does the facility have irregular banking procedures?			
4. Is a company used to transport cash?			
5. Is money counted out of public view?			
Part 9 Total	____/5	____/5	

PART 10: Keys and Valuables (6 Questions)			
	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Does the facility maintain a key inventory?			
2. Are regular key audits conducted?			
3. Are all spare keys secured?			
4. Are keys and identification credentials collected upon employee termination?			
5. Does employees have a location to secure their personal items?			
6. Does this location have restricted access?			
Part 10 Total	____/6	____/6	

PART 11: Information Security (5 Questions)			
	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Does the facility lock away all business documents at the close of the business day?			
2. Does the facility have a clear-desk policy for non-working hours?			
3. Does the facility have a policy requiring employees to log-off, shutdown and secure all computers at the end of the business day?			
4. Are all computers password protected?			
5. Are computer passwords changed regularly?			
Part 11 Total	____/5	____/5	

PART 12: Communications (6 Questions)			
	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Does the facility have a written security policy?			
2. Is the policy regularly reviewed and updated?			
3. Does the facility regularly meet with employees to discuss security issues?			
4. Does the facility encourage employees to raise their concerns about security?			
5. Does the facility interact with law enforcement and neighboring businesses/facilities on issues of security and crime trends?			
6. How does the facility communicate with outside first responders?			
Part 12 Total	____/6	____/6	

PART 13: Emergencies (10 Questions)

	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Are the facility's telephones pre-programmed with emergency contact numbers?			
2. Are the facility's telephone lines protected from being compromised?			
3. Are employees thoroughly trained on how to manage emergencies?			
4. Are employees trained to report safety, security, maintenance, and occupational issues, problems, and/or concerns?			
5. Have local first responders toured the facility?			
6. Are special/significant events held at the location?			
7. Are local first responders aware of special concerns and/or potential threats specific to your location?			
8. Does your location have a proper first aid kit?			
9. Does your location have an AED, and if so, is it easily accessible?			
10. Does your location have an Active Shooter plan in place, and if so, is it practiced regularly by employees?			
Part 13 Total	____/10	____/10	

PART 14: Property Identification (4 Questions)			
	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Has the location recorded make, model, and serial numbers of all the items of significant value?			
2. Are valuable property permanently marked with a unique identifier?			
3. Does the facility have an inventory and visual documentation of property and equipment?			
4. Does the facility have insurance?			
Part 14 Total	____/4	____/4	

Section A Score

Total of "Yes" Answers	Total of "No" Answers
____ out of 103	____ out of 103

Grade out of 103: _____ (Total of "Yes" Answers)

How to evaluate your score:

- 92 - 103 Your location is very secure. Ensure proper upkeep with procedures, policies, and emerging trends and threats.
- 80 - 91 Your location is mostly secure. Evaluate your current practices and weaknesses, and take the steps necessary to improve the overall safety of your location. Generally speaking, these will be small changes and fine-tuning to your current processes, procedures, and policies.
- 70 - 79 Your location may need moderate improvements to your overall approach to safety and security. Review your current policies, procedures, and practices, using this self assessment to help identify deficiencies and areas to improve. If necessary, consult with a third party for additional guidance.
- 0 - 69 Your location likely requires major improvements. It is likely necessary to contact a third party or contractor to best identify, plan, and implement larger-scale improvements, and provide training to staff on location.

Section B

Safety & Security Self-Assessment, Section B			
Liabilities (7 Questions)			
	<i>Yes</i>	<i>No</i>	<i>Notes</i>
1. Does your location have 150+ persons present at any given time?			
2. Is your location an 'open access' type environment, where anyone can enter or exit freely without restriction (e.g. shopping centers.)			
3. Have there been any incidents within the last year requiring local police or fire department response?			
4. Have there been any incidents which resulted in a financial loss within the last year? (e.g. theft, criminal damage, arson, etc.)			
5. Have there been any incidents which resulted in injury or death within the last year? (not counting accidental injury by employees)			
6. Has there been a lawsuit filed against your location within the last five years, regardless of outcome?			
7. Do you feel your location could improve it's overall safety and security efforts?			
Liability Score	____/7	____/7	

Section B Score

Evaluating your Liability Score (total of Yes answers)

0 - 2 Low 3 - 4 Moderate 5+ High