

SECURITY CHECKLIST

The following checklist has been prepared, based on the preliminary data received, relating to the case at issue. This form contains suggestions for information to be obtained through the discovery process and possibly some additional investigative procedures. It is the data that a Forensic Security Consultant would require in order to prepare for the possibility of rendering expert testimony at deposition and trial.

The checklist is generic and related primarily for “security” related cases; thus, it contains considerably more requests for information than may be required in the case at issue. We have checked those items that we believe relevant to the instant case, however the reader should review all items as they may suggest additional areas of inquiry the attorney desires to pursue.

STATISTICAL

- Area “Part One” crime statistics from the local law enforcement agency’s reporting district where the incident occurred. Also adjacent reporting districts for comparison and analysis. Please obtain reports for a three year period prior to the date of this occurrence. This information usually must be obtained by Subpoena Duces Tecum.
- Obtain the local law enforcement agency’s “Calls for Service” logs or reports for three years; also, records or documentation of all crimes committed on the premises where the incident occurred through incident reports, logs and follow-up investigations from the security department or management office.
- Search the Superior and/or Municipal court index to ascertain whether there have been any prior court actions of a similar nature.
- Compare, through either physical inspection or statistical data, the crime rates and/or physical security between the location of the incident and other similar locations in the immediate vicinity.

THE FOLLOWING INFORMATION MAY BE OBTAINED EITHER THROUGH INTERROGATORIES OR DEPOSITIONS, THUS THEY ARE FRAMED AS QUESTIONS. THE INFORMATION HOWEVER, IN SOME INSTANCES, COULD ALSO BE OBTAINED THROUGH AN INSPECTION OF THE PREMISES.

PHYSICAL SECURITY

- Does the location utilize closed circuit television.
 - How many cameras and their locations
 - How many monitors and their locations
 - What type cameras are installed
 - - Lenses
 - Horizontal line resolution
 - Are the cameras monitored? By whom
 - What hours
 - Video tape
 - Motion alarm

- Does the location utilize two-way radio communication
 - What power (watts) for base station and walkie talkies
 - What frequency band
- Does the location utilize intercom systems.
- Does the location utilize “beeper” or pager systems.
- Is there a safe or vault at the location.

ALARMS

- Does the location maintain alarm systems
 - Fire
 - Holdup
 - Burglar
 - Other
 - Are the alarms an in-house system
 - Are the alarms maintained by an alarm company? Identify the company.
 - Are the alarms silent or audible
 - Are there any “panic bar”, alarmed exit doors
 - Identify all doors and windows that are physically “wired” to the alarm system.
 - Identify all “motion detection” units incorporated into the alarm system. (ultra sonic, radar, laser, light beams, etc.)
- How frequently (and by whom) is the alarm system tested.
- Identify all personnel who are on the alarm company’s emergency call list.
- Has this facility ever been cited or fined or in any manner been advised of excessive “false alarms”.

ACCESS CONTROLS AND LOCKING MECHANISMS

- Does the location employ computerized or electronic access control systems. If so, describe and identify.
- Do employees or guests have to sign in and/or show identification prior to entering either day or night.
 - Who signs in persons entering the building
 - If sign-in logs are maintained, obtain copies for the day of the incident and as far back as relevant to the issue.
- Is the property posted “private property” with the appropriate “trespassing” notification.
- What are the requirements to gain entry to the premises.

- Describe the type of locks employed on all interior and exterior doors.
 - Spring lock or deadbolt
 - Manufacturer and model number of lock
 - Length of deadbolt
 - What material is door constructed of
 - What material is door frame constructed of
 - Wood
 - Metal
 - What other types of bolts, latches or chains are utilized
 - Are padlocks used on doors or gates
- Do locks require keys or combinations.
- If a “card-key” system is utilized, identify.
- Is a commercial “key control” system maintained on the premises.
 - Where is the key cabinet located
 - Who has access to the key control cabinet
 - Who is in charge of issuing keys
- How often and by whom is a key inventory conducted.
- Do persons have to sign for keys when issued.
- Is a record kept of lost or stolen keys.
Are lock-keyways interchangeable on all doors.
 - Are door locks changed when a key is reported stolen or missing
 - Are locks changed on a regular basis
- How frequently and by whom are locks serviced.
- Do any doors have “peepholes” or other viewing devices for the purpose of identifying the caller.
- If no commercial key control system is utilized, identify the employee who is responsible for issuing keys or other access control devices. If no particular employee is authorized, then what department handles keys.
- Are any “anti-shim” bars or devices utilized on doors.
- Does one “grand master” key open all doors or is the system broken down to “sub-masters”. If a “sub-masters” system is utilized, describe the pattern.
- Identify personnel carrying master keys, at any level.
- Are grand master or master keys permitted off the premises or are they turned in each evening or at the end of each shift.

- How are windows secured.
 - Exterior Bars
 - Locks
 - Bolts/Pins
 - Latches
 - Are rods, bars or other devices utilized in the tracks of sliding glass windows.
- How are sliding glass doors secured
 - Exterior Bars
 - Locks
 - Bolts/Pins
 - Latches
 - Are rods, bars or other devices utilized in the tracks of sliding glass doors.
- Are exterior windows protected by bars. If so, are they the “solid” or “break-away” type for emergency exit.
- If the building is a multi-story structure, are the stairwell doors equipped with locks.
 - Are they kept unlocked at all times
 - Do the stairwell doors lock from inside the stairwell
 - Is the ground floor exit door alarmed or equipped with an emergency exit panic bar
- Are restroom doors locked or unlocked at all times.

ELEVATORS

- Do elevators require a key to operate.
- Do elevators operate automatically or do they require an operator.
- Is there an elevator panel indicating the location of each cab. Where is the panel located.
- Are the elevators turned off at any time of the day or night after closing.
- Are there any special security floors to which the elevator will not respond.
- Are there separate elevators which descend to an underground parking level only.
- Are elevator cabs equipped with emergency telephones.

FENCING

- Is exterior or perimeter fencing utilized.
 - How high is fence
 - What gauge wire is the fence constructed of
 - If not “wire” of what is the fence constructed
- Is the fence equipped with barbed wire or razor ribbon.
- Does the fence utilize sensor, or other, alarm devices. Is the fence posted with warning signs.

- How are the fence gates secured.
 - Locks
 - Padlocks

- Is interior fencing utilized. If so, identify and describe as above exterior fencing.
- Is there an exterior parking lot or parking structure.
 - How many vehicle capacity
 - How many floors to the structure
 - Is the structure above ground level
 - Is the structure below ground level
- Is the parking area equipped with closed circuit television.
- Is the parking area patrolled by security guards or other employees.
 - Patrolled on foot
 - Patrolled utilizing a vehicle
 - What is the frequency of patrols
- Are employees, guests or other persons escorted to their vehicles after dark. By whom.
- Is the parking area well lighted. Describe.
- Is the parking area properly posted with signs indicating that the property is “private” and that unauthorized vehicles or persons will not be permitted, etc.
- Do parking areas have separate sections for visitors, guests, employees, etc.
- Is the parking area attended.
 - Company employee
 - Leased to parking company
 - Security officer
- Is there a charge for parking.
- Does the parking attendant work from a booth or other structure.
- Does the structure maintain communication with the main building through a telephone, two-way radio or intercom.
- Is the parking attendants booth equipped with a holdup alarm.
- Does the parking attendant handle cash.
 - Where is the cash kept
 - Is cash transported to either the main building or any other location after any given amount is accumulated
 - In what manner is the cash transported

LIGHTING

- What type of exterior lighting is utilized.
 - Tungsten, mercury or carbon vapor, etc.
 - Approximate wattage of each light
 - Are lights equipped with tamper proof housings or anti-vandal screens
- How many lights are installed and where are they located
- How frequently are lights checked to see if they are operational or burned out. When are burned out lights replaced.
- Are the exterior lights connected to an emergency generator or battery pack in case of power failure .
- What lighting is utilized in the common areas of the building. Describe wattage, locations, etc.
- Are there any emergency lights installed on the exterior, interior halls, stairwells, etc. which are designed to be turned on in case of a general power failure to the structure. Where located.
- What, if any, lights are left on after closing.

GUARD SERVICE

- Does the location of the occurrence employ security guards.
 - In house Security Officers
 - Contract security guard service
 - Patrol service
- Does the location employ a Director of Security_.
 - Identify the Director
 - Provide a copy of the Directors resume or employment application
- If no Director of Security; who is responsible for maintaining security at the location.
- How many guards are assigned to each shift.
 - Uniformed
 - Plainclothes
- Is there a guard supervisor for each shift.
 - Security Director
 - Assistant Director of Security
 - Captain
 - Lieutenant
 - Sergeant
 - Senior Security Officer
 - Other
- Provide the names of all Security Officers who were on duty at the time of the occurrence.
 - Provide also their personnel records including, but not limited to, employment applications and/or resume of experience along with any pre-employment background investigation.

- If **“in-house”** Security Officers.
 - Are the guards required to possess certification from the State, or other jurisdiction, indicating that they passed a required course of instruction.
 - Are the guards armed with:
 - Firearms
 - Baton (straight or PR-24)
 - Chemical agents (tear gas - Mace)
 - If armed, do they possess the lawful certification indicating that they took and passed the proper courses and possess valid authorization to carry said weapons.
- Are the guards trained in first aid.
- Are the guards trained in fire control and prevention.
- Are the guards trained in the legal aspects of apprehensions and detention.
- What other training is provided to the guards.
- Who is responsible for training the “in house” security force.
- What are the security officers hourly pay scale.
- If **“contract”** guards:
 - Who in the company supervises the guards
 - Are the guards credentials checked by anyone in the company prior to allowing them to assume a post
 - Does the contract service provide supervision
 - Roving supervisors
 - On site supervision
 - Provide a copy of the contract with the contract guard service
 - What does the company pay, per hour, to the contract guard service for assigned guards.
 - What is the hourly wage of the contract guards
 - Is the contract guard service licensed. If so, provide the license number and identify the licensing agency.
 - Is the contract guard service maintaining liability insurance or bonding
 - Provide identification regarding the insurance company, policy number, limits of liability, etc.
 - Provide information regarding the bonding
 - Did any member of the guard company staff survey the company and make recommendations regarding security coverage.
 - List those recommendations
 - Were the recommendations followed
- Describe the guards uniforms.
 - Badges
 - Sleeve patches
 - Color of shirt and trousers
 - Hats

- Do guards carry a Detex clock or any other device designed to indicate guards location and/or time arrived at any given location.
- Do guards patrol the premises.
 - Indicate patrol routes
 - Provide times of patrols
 - Specific duties during patrols
- Do guards stand (or sit) stationary posts.
 - Identify post locations
 - What are guards duties at said posts
- Are there written "post orders" at every location where guards are stationed.
- Do guards drive patrol vehicles.
 - Are the patrol vehicles marked, identifying them as "security"
 - Do the vehicles have special lights or flashing beacons
 - Are the vehicles equipped with two-way radios
 - List any other emergency equipment on or in patrol vehicles.
- Are guards required to maintain daily activity logs.
 - Obtain copies of the logs during the day of the incident and for one week prior
- Are the guards required to write reports or fill out specific incident report forms.
 - Obtain copies of reports relating to the specific incident in question
 - Obtain copies of all reports for a period of three years
- Does the security department, or any other department of the company, file reports and logs and/or maintain an index file or computerized record of said reports.
- Who reviews the above logs and reports.
- Are any statistics derived from the above logs and reports and are those statistics used in revising guard and patrol activities or investigative procedures.
- What is the guards rate of pay beginning with the entry level salary."
- What procedures are used to verify guards applications. (i.e. check former employer, education, training, etc.)
- What other pre-employment background investigation is conducted.

MISCELLANEOUS

- Are employees, guests, tenants or visitors notified, in any way (written or orally) of "crime problems" or other existing dangerous circumstances which may pose a threat to their safety. If the answer is "yes", obtain copies of any notices or identify the individual who orally provided the warning.
- Are any printed notices or bulletins issued on a regular or occasional basis regarding suggestions on security measures or how an individual may help in protecting himself or his property.

- Are any warning signs posted throughout the property, designed to act as a deterrence to criminal activity.
- Does the company offer a "reward" for the apprehension and conviction of criminals or for information leading to their arrest and conviction.
- Has the company or property ever retained a professional "Security Consultant" or other knowledgeable security professional for the purpose of designing or reviewing the security system and/or program. Identify.
- Has the company or property ever consulted the local law enforcement agency for advice on security matters.
- Has any company management, or other personnel, who have responsibilities within the security function, had any formal training in "security" or "law enforcement" procedures.
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