



Commercial Security Self-Assessment

The Downtown Vernon Association and the Vernon Community Policing Office are committed to ensuring the safety of members of the community and their property.

A commercial security self-assessment is designed to help business owners, operators, and staff assess the security in their business. It covers potential areas of vulnerability and provides suggestions for adapting your security to reduce the risk of crime against your business.

Visit the Vernon Community Policing office to borrow engravers to engrave business equipment and pick up your Property Logs and height strips for entryways.

Name:	
Organization:	
Address:	
City:	Postal Code:
Phone:	Fax:
Date:	Time:

Complete each question in the Commercial Security Self-assessment

QUESTION	YES	NO	N/A	COMMENTS
Business Identification				
Is the business name clearly displayed?				
Is the business identifiable from the rear?				
WARNING SIGNS				
Are there appropriate warning signs posted around the perimeter of the property?				
Are there appropriate internal signs to guide visitors?				
Are the signs clearly visible?				
FENCES AND GATES				
Are there boundary fences erected around the business?				
Are the gates fitted?				
Are the boundary fences and gates around the property able to restrict access?				
Are the boundary fences in good condition?				
Are the fences and gates of appropriate material?				
Is there a sightline through the fences from the neighbors?				
Is there a sightline through the fences from the street?				
LANDSCAPING				
Is there landscaping around the business free from potential hiding places?				
Is landscaping regularly maintained?				
Is the business free from landscaping that would provide offenders access to areas of the business?				
SECURITY LIGHTING				
Can the business be seen from the street?				
Can the business be seen by its neighbors?				
Are there any blind spots that would be vulnerable to break-in or vandalism?				
Is there security lighting installed around the business?				
Is the security lighting installed around the business?				

Are entry and exits well lit?				
Are pedestrian paths/routes well-lit from the street to the main building entrance?				
SECURITY LIGHTING				
Are pedestrian paths/routes well-lit from parking lots to the main building entrance?				
Do you leave limited lighting inside the business on at night?				
Is lighting positioned in a way to reduce opportunities for vandalism?				
What type of light is used on site?				
Is exterior CCTV used on site?				
Is exterior CCTV positioned to your best advantage?				
Do you have signage indicating that your customers/clients are being recorded using CCTV?				
BUILDING DESIGN				
Is the building of solid enough construction to restrict unauthorized access?				
Is the building secured to reduce the risk of vehicle ram raid?				
Is there adequate protection against entry via the roof?				
Are manholes secured?				
Is the height of the counter appropriate for the business?				
Are customers prevented from accessing the area behind the counter?				
Is shelving arranged to provide good sightlines within the store?				
ELECTRICAL BOX AND MAILBOX				
Is the electrical box enclosed in a cabinet or room?				
Is the cabinet or room fitted with a lock set approved by the local authority?				
Is this cabinet or room kept locked?				
Is the mailbox fitted with an appropriate lock set?				
DOORS				
Are the external doors of the business solidly constructed?				

Are these doors fitted with quality lock sets to restrict access?				
Are the entry and exit points clearly identified?				
Are all fire exit doors used appropriately by staff?				
Are at-risk doors locked at all times?				
Are external door hinges mounted so they cannot be removed?				
Can visitors be seen before access is allowed?				
WINDOWS				
Are external windows to the business of a good construction?				
Are these windows fitted with quality lock sets?				
Are all windows free of promotional materials?				
Are skylights secured?				
PROPERTY IDENTIFICATION				
Have you recorded the make, model, and serial numbers of your business's items (mobile phones, computers etc)?				
Is all valuable property permanently marked with a corporate identifier?				
Is your property photographed for identification?				
Do you have insurance?				
Are your property list and photographs kept somewhere safe?				
TELEPHONES				
Are your telephones pre-programmed with emergency contact numbers?				
Can the telephone line be unlawfully tampered with?				
SAFES				
Do you have a safe installed?				
Is the safe securely anchored?				
Is the safe in an appropriate position?				
Does the safe have a drop-chute facility?				
Is the safe kept locked?				

KEY AND VALUABLES CONTROL				
Do you maintain a key register?				
Are all spare keys secured?				
Are keys to the safe adequately secured?				
Have you supplied the RCMP with a current emergency contact list?				
Do staff have a location to secure their personal items?				
Does this location have restricted access?				
CASH HANDLING				
Do you have established cash handling procedures?				
Do you have a lockable cash drawer?				
Do you have irregular banking procedures?				
Is a company used to transport cash?				
Is money counted out of the public's view?				
INTRUDER ALARM SYSTEMS				
Is an intruder alarm system installed?				
Is the intruder alarm monitored?				
Does the alarm have a duress facility?				
Does the system work?				
Do you check the system on a regular basis?				
Does the alarm system need upgrading?				
Does each employee with alarm access have their own code?				
Are employee alarm codes deleted after their employment ends?				
Are employee alarm codes kept confidential?				
SURVEILLANCE EQUIPMENT				
Do you have surveillance equipment installed?				
Is footage recorded on video?				
Are videos kept for a minimum of 7 days?				
How many days of images are stored?				
Are cameras monitored on site?				

Does the business have a customer TV monitor?				
Is the business free of dummy cameras?				
Does the camera system need upgrading?				
Are the cameras suitable positioned?				
GENERAL				
Do you have on-site security services?				
Do security services patrol your site?				
Are sensitive documents appropriately destroyed?				
Are computer passwords changed regularly?				
Do you have an emergency evacuation plan?				
Do staff understand the plan?				
Are garbage and recycling bins suitably located?				