

# NOVI POLICE DEPARTMENT

45125 West Ten Mile Road, Novi Michigan 48375  
Business: (248) 248-7100 – Emergency: 911 – TDD: (248) 348-7199

## Business Security Survey

Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Incident Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Surveying Officer: \_\_\_\_\_

This confidential Business Security Survey is a free service offered to you by the Novi Police Department. It is designed to reduce your vulnerability to crime by identifying existing or potential security weaknesses. Although the recommendations are effective, there is no guarantee you will not be victimized by crime. If good security practices are in effect, all applicable questions will be answered "Yes". A "No" to any question indicates your business could be more secure and to follow the officer's recommendations. (Y=Yes, N= No, N/A = No Applicable)

### Employees

- Are background checks conducted?
- Do these checks include: CSC, Misdemeanors and Felonies?
- Are checks done on cleaning staff, contracted employees?

### Computers

- Does your business have fire walls set up on the computers?
- Do you utilize network locks and passwords?

### Emergency Preparedness

- Do you have a plan in place if a fire were to occur in the building?
- Is a plan in place for a bomb threat or other acts of violence?
- Is a shelter area identified and are employees aware of the location?

### Access Control

- Does the business have a key management policy?
- Are keys that are lost or stolen reported?
- Do you have an effective key recovery program?

### Alarm System

- Is the alarm system regularly maintained?
- Is the system operable?
- Are members of the business familiar with Novi's alarm ordinance?
- Are the members of the business familiar with the alarm's operation?

### Safes

- Is the safe secured to the structure?
- Is the safe concealed?
- Is the safe fire or burglary rated?
- Is the safe connected to an alarm system?
- Is the safe monitored by CCTV system?

### Video Surveillance

- Does the surveillance video have enough storage capabilities?
- Is up to date equipment used and is it easy to access video?

### Ceiling Construction

- Do the ceilings allow access between rooms and over walls?
- Does the business have suspended ceilings with panels?

### Mechanical Rooms

- Are the computer servers located in the mechanical rooms?
- Are the valves secured and locked?
- Is there access control to this room?

### Interior Doors

- Are the doors sturdy and resistant to force?
- Are the doors equipped with a workable locking device?
- Do the doors have hinge pins located inside?
- Are the door frames in good condition?

### Interior Lighting

- Is the interior lighting adequate?
- Is an auxiliary source of lighting available?

### Exterior Doors

- Are the door sturdy and resistant to force?
- Are the doors equip with a strike plate secured with 3" screws and do they have a deadbolt at least a 1" throw?
- Is the door connected to the alarm system?
- Is an eye viewer (180 degrees) installed?
- Are the door hinge pins located inside?

### Exterior Windows

- Do the windows have adequate locks?
- Are the windows connected to the alarm system?
- Are unused windows secured?

### Building Exterior

- Does the building have a fire escape and exits?
- Are telephone/ power lines secured?
- Are the roof access secured and the air units secure?

### Exterior Grounds

- Are fences and gates in good condition?
- Are trees trimmed six feet from the ground and are they away from the building to prevent roof access?
- Are trees trimmed as not to block lights?
- Are the bushes trimmed away from the windows?

### Parking Areas

- Are the parking areas well lit?
- Are employee / customer parking areas defined?
- Are measures in place to restrict employee theft?
- Do the employees have a secured parking area?

### Exterior Lighting

- Is there adequate lighting?
- Are the sides of the building, walkways well lit?
- Are electrical switch boxes secured?
- Are the lights on a timer?