

## **ATTACHMENT B 3**

### **CHECKLIST FOR CRIME PREVENTION TACTICS**

This is a general checklist pertaining to Crime Prevention Tactics. Each recruiting facility supervisor should ensure that the appropriate procedures and actions identified for crime prevention tactics are disseminated to all facility personnel and that any necessary corrective actions are taken or, when appropriate, reported to their Command.

- Is there an alarm system in the building and has it been maintained and tested periodically?
- Is there adequate security illumination at your building, inside, outside and parking area lighting?
- Are visitors to your building accompanied at all times by a member of the recruiting staff?
- When working late, do all facility personnel practice locking the door and lowering the blinds so no one can see they are alone?
- Have all facility personnel been advised that they are never to leave handbags on desks or wallets in coats when they leave the office, no matter how short the period of absence is expected to be. Are all personnel aware that they should either take these items and other valuables with them or lock them away since this can be viewed by others as low hanging fruit, which is easily pilferable?
- Always keep money in a safe place. Even if it is only loose change for vending machines or parking meters, never leave it in the open or in an unlocked drawer during the day. At night, put money in a safe, a locking metal box inside a desk, filing cabinet or closet, or remove it from the office altogether.

- Be careful with keys. Always put them in a safe place and do not put spare keys for offices, vehicles, metal petty cash boxes, safes, etc. in desk drawers.
- The last individual to leave a facility or vehicle is to ensure that all windows and doors are locked when leaving the building or vehicle.
- After normal working hours and in hours of darkness, ensure that all facility personnel are aware that they should lock all doors when working alone. This precaution is easy to forget, particularly in the summer.
- Never assume that a stranger wandering in the building is a member of the recruiting facility or Command staff. Always challenge them - a simple "can I help you?" will often deter the dishonest.
- Don't just accept that a stranger is authorized to be in the building just because they say so. Check with someone in authority. Also, check with the organization the person claims to be from and never allow anyone to remove or work on facility plant equipment, office equipment or materials without first checking to ensure they are there for a legitimate purpose.
- Never leave callers alone in your office. Contact another member of the recruiting staff to watch over them if you must leave.
- Do not disclose personal or sensitive information to a stranger under any circumstances. No matter how important they may seem, always report any such request for information to your recruiting supervisor or Command.