

# SAMPLE PACKAGE



## **Security Planning** **Policies, Procedures & Forms**

ABR32

**This Sample Package contains:**

- A: Overview of the Sample Package (1 page)
- B: Abridged Table of Contents (2 pages)
- C: Policy, procedures and form set (5 pages)



## **A: Overview of the Sample Package**

### **TERMS AND DEFINITIONS**

**Manual:** A system of approved policy statements and corresponding procedural guidelines and supporting forms that direct an organization toward its operational goals.

**Policy:** A stated course of action with a defined purpose and scope to guide decisionmaking under a given set of circumstances within the framework of corporate objectives, goals and management philosophies.

**Procedure:** A series of prescribed steps followed in a definite regular order which ensure adherence to the guidelines set forth in the Policy to which the Procedure applies

**Activity:** An action, element or decision representing a prescribed step in the Procedure process.

**Task:** A detailed component of an Activity specifying required behavior to complete the activity.

**Form:** A pre-formatted document containing instructions and place-holders for data entry to monitor progress through a particular Procedure and to ensure proper recordkeeping.

Thank you for viewing this sample content from the **Security Planning Policies, Procedures & Forms.**

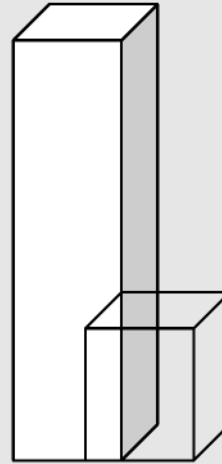
The following two pages contain an abridged version of the Table of Contents, with key sections shown in full detail and supporting sections listed as Tab Headings only.

Following the Table of Contents is a complete policy, procedures and form(s) set from this manual. This policy for **Security Devices** exemplifies the content, writing style and format of the full manual. The **Security Devices Policy** is located in the manual under Tab 4: Policies & Procedures.

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**SECURITY PLANNING MANUAL vs.  
BUSINESS SAMPLER**

SAMPLER  
1200 PAGES



SECURITY  
366 PAGES

CONTENT OVERLAP  
62 PAGES

# SECURITY PLANNING

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## 24.0 SECURITY DEVICES

### Purpose:

The Purpose of this section is to describe and define standard security devices and related procedures that the company may use to protect its employees, customers and other persons, facilities, assets and records.

- 24.1 The need for new, additional or improved security devices in each office is a continuing concern to all company personnel. Any suggested improvement or device shall be transmitted to the Security Director for study and recommendation.
- 24.2 Personnel in each office shall be trained in the activation of alarms for that office, and in the methods of police response by the law enforcement agency responsible for the jurisdiction in which the office is located. Employees shall be able to activate, reset and stop all alarms and surveillance cameras. It is the responsibility of the Unit Security Officer to administer training regarding the location and manner of operation of each device.
- 24.3 When an alarm is activated and a law enforcement agency is notified of the activation, police officers are dispatched to the office, assuming that one or more persons is threatening persons in the office. Those police officers proceed to the office under emergency vehicle conditions, which place them and the public at risk. All employees shall consider this risk when activating any alarm system. The alarm shall not be activated intentionally except in a situation where a physical threat is imminent or in progress, or some other crime of a serious nature is actually being committed, and a rapid arrival by a police officer may result in the reduction of personal risk and the apprehension of the person(s) responsible.
- 24.4 In questionable situations where observation or information does not warrant an emergency response from a law enforcement agency, employees shall notify the appropriate agency by other means and activate suspicion cameras or monitor video cameras to photograph the suspect for future investigation, if this activation does not also activate the alarm system. Each activation of the alarm system shall be described in writing to the Security Director or designate, whether or not the activation was intentional.
- 24.5 The following devices shall meet or exceed the minimum standards set forth in all applicable regulations:
  1. A means of protecting cash or other liquid assets, such as a vault, safe, or other secure space. The area around all vaults visible from outside the office shall be illuminated during the hours of darkness.
  2. All exterior doors and exterior windows designed to be opened shall be equipped with tamper-resistant locks.
  3. All work areas shall be separated from customer's areas by counters or partitions, and all walk-through doors between these areas shall be secured during business hours.

4. Each appropriate area shall contain a device for promptly notifying the nearest responsible law enforcement agency, by a signal not detectable by unauthorized persons, of an attempted or completed crime or unauthorized entry.
  5. All vaults, safes and night depositories in each office shall be equipped with alarm devices for promptly notifying the nearest responsible law enforcement agency by a signal, not detectable by unauthorized persons, of an attempted or completed crime or unauthorized entry.
  6. All vaults shall be equipped with a timing device which can be set against the opening of the vault during the hours the office is closed. Safes do not need to be equipped in this way.
  7. Each office shall be equipped with a system for surveillance of the areas open to the public and other areas considered appropriate, in the event of an attempted or completed crime or unauthorized entry. Surveillance equipment must be capable of recording activity in the office and should be installed to record persons while transacting business, or while entering or leaving the facility. All recording devices should be capable of being activated at several locations within the facility and monitored and coordinated with the alarm system.
  8. Certain high-risk locations may require the installation of bullet-resistant barriers. These barriers are to isolate employees from persons outside the windows or stations. Surveillance systems may also be installed, recording the actions of persons in a position to transact business at the location.
- 24.6 Alarms, intrusion detection systems and CCTV systems will be controlled at the central monitoring point. The systems will be integrated to provide optimum protection. Sensors will be located at the following areas:
1. Entry points.
  2. Remote entry points.
  3. Vehicle entry ways;
  4. EDP areas.
  5. Executive Suite.
  6. Sensitive areas.
- 24.7 The type of sensor utilized will consist of contact, Passive Infra-Red, Vibration and other technologies as they emerge and become commercially reasonable to purchase.
- 24.8 Before purchasing this type of equipment the Security Director shall:
1. Complete a survey to determine requirements;
  2. Determine what the system is designed to protect;
  3. Determine appropriate alternatives;
  4. Design the integrated of alarms, intrusion detection systems, CCTV, and any other appropriate means; and
  5. Solicit vendors to participate in the bidding process.



- 24.9 All security devices shall be maintained under a maintenance agreement with a bonded and qualified equipment service agent as determined by the Security Director. The security system shall be inspected, serviced and tested by the vendor at least annually with a copy of the certification forwarded to the Security Director.
- 24.10 In addition to the testing by a qualified agent, the Unit Security Officer or a member of the Guard Force, shall test the office alarm system monthly. If any fault is found in the alarm system, the Unit Security Officer shall report that fault to the Security Director immediately. Reference SEC 1XX ExI SECURITY DEVICE TESTING, INSPECTION AND SERVICE RECORD LOG.
- 24.11 All lighting must conform to UL standards and will be installed and maintained by licensed electricians only.
- 24.12 Protective lighting is that lighting system utilized as part of the overall Security Program. Applications include:
1. Perimeter;
  2. Entry way;
  3. Loading docks;
  4. Stand off zone; and
  5. Parking lots and garages.
- 24.14 It is the responsibility of the Security Director to insure that all protective lighting systems are adequate and functioning appropriately including:
1. Perimeter lighting that will improve visual surveillance of the outer perimeter.
  2. Entryway lighting that will be of sufficient power to enable the Guard Force to identify persons at the entry way, either directly or on the CCTV screen.
  3. Loading dock areas that will be sufficiently illuminated to enable the Guard Force to monitor, on camera, all activity in the area.
  4. Stand off zone lighting that will be sufficient to allow the Guard Force to monitor any activity in that area between the perimeter and the entry way.
  5. Parking lots and garage lighting that will be of sufficient power to illuminate all darkened areas to at least one (1) candle foot power.
- 24.15 Parking lots and garages are of special concern and to provide adequate protection to employees, customers and other persons, these areas will also utilize the following systems:
1. CCTV where appropriate.
  2. Zoned alarm systems.
  3. Talk back communications.
  4. Guard escort when necessary.
  5. Multiple lighting fixtures.

24.16 Interior lighting will be of sufficient power to adequately illuminate all areas of the building. All areas of the facility shall meet standards set out by appropriate building and related codes.

Revision History:

Revision	Date	Description of changes	Requested By
0	11 /06/02	Initial Release	400 Policies and Procedures

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### SEC120 Ex 1 SECURITY DEVICE TESTING, INSPECTION AND SERVICE RECORD LOG

Date	Device	Test	Inspect	Service	Comments



- This log is to be maintained and kept by the Office Manager.
- When this log is filled, a copy is to be retained by the office, and the original forwarded to the Security Director.
- This log is also to be included in each office audit done by the Audit Department. Devices to be included are cameras, alarms (both robbery and burglary), locks and lighting.

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