

BOOTY SECURITY LLC

SECURITY INSPECTION CHECKLIST

10-14--2016

Booty Security LLC will use this form when we visit your property for the first time. We'll discuss our observations and make recommendations that you are free to use or ignore. Our fee for the inspection is **\$20.00** which will be credited toward your first month of our service if you choose to work with us. Whether you choose to use us or not we'll provide you a copy of the inspection for you to consult.

Why a Home Security Inspection?

A determined bear, burglar or violent intruder intent on entering your premises will gain entry. Experienced criminals know law enforcement and home security procedures and will not be easily deterred by lighting, door locks or an alarm system. Fortunately these situations are few and far between. Your personal preparation helps to reduce the risks if these circumstances do occur.

Chances are good that your home security can be improved. Take a hard look at entry points in your residence or business and determine what steps can reduce vulnerability. A security inspection begins at the front door and goes on to include side and rear doors, windows, locks, lights, and landscaping.

An important step in preventing burglary and other crimes is to make sure that a residence or business is as secure as possible. A careful inspection by someone trained to observe security precautions can indicate features which would make entry easy — or difficult — for a prospective burglar.

Remember, most criminals are opportunists with no clear plan. Burglaries are often carried out by persons curious about their ability to thwart your home/business and security with no intent other than that presented by opportunity once they are within the property. Preventing a teen's ability to gain easy access for more than 3 minutes and requiring the subject to create substantial noise or damage is more effective an unauthorized entry than monitoring them on your phone or computer as they enter through an unlocked door a hundred miles away.

Currently there are several laws and regulations in place that hold the home/business owner responsible if another person uses their 'stolen' property to commit an offense or injury, even when the owner has no knowledge, if the owner did not use "reasonable care" to secure the property. This is especially true with motor vehicles, firearms and dangerous sporting equipment.

An inspector, local law enforcement agency, or Booty Security LLC has no liability to you other than to use our best judgment in this inspection and making these recommendations.

This form was produced and distributed by THE NATIONAL SHERIFFS' ASSOCIATION in cooperation with your local law enforcement agency and modified by Booty Security to reflect current and updated threats.

FRONT ENTRANCE

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1. Is door itself of metal or solid wood construction?
2. Is doorframe strong enough and tight enough to prevent forcing or spreading?
3. Are door hinges protected from removal from outside?
4. Are there windows in the door or within 40 inches of the locks?
5. Is door secured by a deadbolt lock with a minimum 1-inch throw?
6. Are strikes and strike plates adequate and properly installed with 3-inch screws?
7. If there are no windows in door, is there a wide-angle viewer or voice intercom device?
8. Can the lock mechanism be reached through a mail slot, delivery port or pet entrance at doorway?
9. Is there a screen or storm door with an adequate lock?
10. Is exterior or front entrance lighted with at least a 40-watt light?
11. Can front entrance be observed from street or public areas?
12. Does porch or landscaping offer concealment from view from street or public areas?

RECOMMENDATIONS & COMMENTS

SIDE OR REAR ENTRANCE

13. Is door itself of metal or solid wood construction?
14. Is doorframe strong enough and tight enough to prevent forcing or spreading?
15. Are door hinges protected from removal from outside?
16. Are there windows in the door or within 40 inches of the locks?
17. Is door secured by a deadbolt lock with a minimum 1-inch throw?
18. Are strikes and strike plates adequate and properly installed with 3-inch screws?
19. Can the lock mechanism be reached from outside through a delivery port or pet entrance?
20. Is the exterior of the doorway lighted by at least a 40-watt bulb?

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- 21. Is doorway concealed from street or neighbors view by porch, fence, or landscaping?
- 22. Does doorway have screen or storm door with adequate lock?
- 23. If door is sliding glass door, is the sliding panel secured from being lifted out of the track?
- 24. Is a "charley-bar" or key-operated lock used on sliding glass door?

RECOMMENDATIONS & COMMENTS

ENTRANCES FROM GARAGE AND BASEMENT

- 25. Are all entrances to living quarters from garage and basement of metal or solid wood construction?
- 26. Does door from garage to living quarters have locks adequate for exterior entrance?
- 27. Does door from basement to living quarters have an adequate lock operated from living quarter's side?

RECOMMENDATIONS & COMMENTS

GROUND FLOOR WINDOWS

- 28. Do all windows have adequate locks in operating condition?
- 29. Do windows have screens or storm windows that lock from the inside?
- 30. Do any windows open onto areas that offer special risk to burglary?
- 31. If so, do these windows have security screens or grills?
- 32. Are exterior areas of windows free from concealing structure or landscaping?
- 33. Is exterior adequately lighted at all window areas?

RECOMMENDATIONS & COMMENTS

UPPER FLOOR WINDOWS

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- 34. Do any upper floor windows open onto porch or garage roofs or roofs of adjoining buildings?
- 35. If so, are they secured as adequately as if they were at ground level?
- 36. Are trees and shrubbery kept trimmed back from upper floor windows?
- 37. Are ladders kept outside the house where they are accessible?

RECOMMENDATIONS & COMMENTS

BASEMENT DOORS AND WINDOWS

- 38. Is there a door from outside to the basement?
- 39. If so, is that door adequately secured for an exterior door?
- 40. Is outside basement entrance lighted by exterior light of at least 40 watts?
- 41. Is outside basement door concealed from street or neighbors?
- 42. Are all basement windows adequately secured against entrance?

RECOMMENDATIONS & COMMENTS

GARAGE DOORS AND WINDOWS

- 43. Is automobile entrance door to garage equipped with adequate locking device other than just an automatic door opener?
- 44. Is garage door kept closed and locked at all times?
- 45. Are garage windows secured adequately for ground floor windows?
- 46. Is outside utility entrance to garage as secure as required for any ground floor entrance?
- 47. Are tools, ladders and other equipment kept in garage?

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48. Are all garage doors lighted on the outside by at least a 40-watt bulb?

RECOMMENDATIONS & COMMENTS

YARDS OR APPROACHES

49. Are all shrubs and bushes trimmed so there is no place for someone to hide?

50. No dark areas around the house, garage or outbuildings to hide prowlers or animals.

52. Every outside door has bright, working lights to illuminate steps and visitors.

53. Effective and controlled yard lighting

54. Photocells or timers on exterior lighting effective and appropriate.

55. House number clearly posted at entrance.

56. Alarm notice or patrolled signs.

57. Gate latches and curtilage doors locked with high security locks.

58. Outdoor valuables stored and locked away or effectively hidden from view.

59. Animal food containers securely stowed to prevent bear or other animal damage.

60. Mail and delivery systems appropriate for residence

61. Appropriate yard care.

RECOMMENDATIONS & COMMENTS

INTERIOR

60. Valuable items clear of easy window access.

61. Valuable items such as television, stereos, kitchen appliances, and computers inscribed with identifiers.

62. Firearms are removed or stored unloaded and locked in containers and secured in an inoperable condition with locks or removed bolts or firing pins.

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- 63. Sporting equipment archery, skis, cameras, fishing equipment stored securely.
- 64. Alcohol and medications out of sight and locked.
- 65. Large capacity food storage locked.
- 66. Current home inventory including video or photos kept in a separate location.
- 67. Alarm systems and home monitoring current and operable, codes or passwords readily accessible but not accessible to intruders.
- 68. Trouble Notice (flood alarms, power loss, low temp alarms) activated on monitoring systems.
- 69. Emergency responder phone numbers and keywords established.
- 70. Designated outside assembly (safe-retreat) area for residents if residence is compromised.
- 71. 911 address posted near home access points and at least one outside assembly area.

Business Specific

- 72. Are all doors clearly visible from the parking lot or street?
- 73. Is there a system to observe outside of doors before they are opened?
- 74. Are non-public rear doors and windows normally locked to prevent unauthorized entrance?
- 75. Are windows clear of signage that prevents unobstructed interior view?
- 76. Perforations in exterior walls protected against "push-through" entry?
- 77. Are fences in good repair?
- 78. Exterior business furniture or movable property protected during off business hours?
- 79. Are nighttime employee areas well lighted? Ie: dumpsters
- 80. Is there video surveillance or mirrors allowing employees to see around corners when leaving the premises?
- 81. Can employees see the entrance from all areas of the business?
- 82. Is there a "safe-retreat" area available for employees and customers?
- 83. Are non-public areas secured?

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84. Does the business have a security checklist for opening and closing?
85. Do employees work in teams to open and close?
86. Are cash registers located in central areas and not near exits?
87. Is excess cash removed from the registers during the day to prevent a build-up of cash on hand?
88. Is money counted only behind a closed, locked door?
89. Are all receipts counted and deposited in a bank or safe at the end of the business day?
90. Are safes secured to a wall or floor so they cannot be removed?
91. Are safe combinations or keys kept in a secure location?
92. Are safes locked when not attended?
93. Are deposits made by different managers or employees?
94. Are there alarms or sensors for all external doors and windows, area, cash registers and safes?
95. Are alarms and sensors properly set at closing?
96. Are alarms regularly tested by the supplier?
97. Are employees trained in the policies and use of the alarm and sensor system?
98. Do employees know what to do in the event of a false alarm or accidental triggering?
99. Do alarms and sensors work in the event of a power loss?
100. Is the 911 address of the business prominently posted, especially in "safe-retreat" areas?