



Business Security Procedures To Protect Assets and Employees

The primary goals of any company are to be of service and to generate income. The Security Department is responsible for developing, implementing and monitoring the company's security plan and loss prevention program, by utilizing clear and thorough security procedures. The Security Policies and Procedures Manual uses a scientific model to help you understand the true scope of security & operations. By understanding the cause and effect relationships between a company's policies and procedures and the likelihood of error and exposure to crimes, you can implement a comprehensive company-wide security plan that will significantly reduce your company's risk.

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Includes six (6) modules:

1. Introduction and Table of Contents
2. Guide to preparing a well written manual
3. A Sample Security Manual covering common requirements and practices
4. **42** Policies and **31** corresponding forms
5. Violence in the Workplace Supplement
Complete Index

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Business Security Procedures To Protect Assets and Employees

Security Procedures Section: Suspicious Persons and Activities

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|--------------------------------|---------------------------------------------------|---------------------------------|
| Document ID SEC 1097 | Title SUSPICIOUS PERSONS AND ACTIVITIES | Print Date mm/dd/yyyy |
| Revision 0.0 | Prepared By (name, title) | Date Prepared mm/dd/yyyy |
| Effective Date: mm/dd/yyyy | Reviewed By (name, title) | Date Reviewed mm/dd/yyyy |
| | Approved By (name, title) | Date Approved mm/dd/yyyy |

Policy: Company personnel are expected to be alert to activities that would be suspicious under normal circumstances.

Purpose: Define the company's procedures for safely investigating suspicious persons and their activities.

Scope: This applies to all current employees and potential employees.

Definitions: n/a

SAMPLE POLICY FROM THE BUSINESS POLICIES AND PROCEDURES SAMPLER INCLUDES A LIST OF TOPICS AND FORMS

Responsibilities: Security Director - will receive and evaluate all reports of suspicious activity and accompany employees in the office/plant during non-business hours.

Unit Security Officer - performs similar duties when the Security Director is not available.

Procedure:

1.0 SUSPICIOUS ACTIVITY

- 1.1 All personnel shall be constantly alert to the activities of any person(s) whose behavior would be suspicious under normal circumstances. These activities may occur within the office itself or near the office under unusual conditions. Suspicious activities may involve people, vehicles or events and do not have to be regarded as a criminal activity.
- 1.2 Any employee receiving a telephone call other than during regular business hours and requesting the employee to come to the office, shall not respond to that office without first:
- Contacting the Security Director; or, if unavailable
 - Contacting the Unit Security Officer and the local law enforcement agency responsible for that office.
- 1.3 No employee of the company shall enter the office during non-business hours, unless accompanied by a law enforcement officer, the Security Director, or the Unit Security Officer. An exception is during routine opening and closing of an office or if it is normal operating procedure to work during non-business hours in that particular office or department.
- 1.4 Any employee receiving a telephone call other than during regular business hours and requesting information about the company or the office, or requesting entrance to the office for any reason, shall advise the caller to contact the office during the next business day. The employee shall immediately notify the Guard Force of the call.
- 1.5 All suspicious circumstances, events, persons and telephone calls that may ultimately affect the security of the company shall be reported to the Security Director or the Guard Force immediately if necessary, or within twenty-four (24) hours of the event by telephone or by report. (Reference SEC109 Ex 1 SUSPICIOUS ACTIVITY REPORT)

Revision History:

| Revision | Date | Description of changes | Requested By |
|----------|----------|------------------------|--------------|
| 0 | DD/MM/YY | Initial Release | |
| | | | |
| | | | |

SEC109 Ex 1 SUSPICIOUS ACTIVITY REPORT (page 2)

Report # _____

Notification:

Officer notified:

Date and time:

In person or by phone:

Agency notified:

Date and time:

In person or by phone:

Disposition:

Note: Completion of this preliminary report does not replace required reporting to regulatory agencies or the FBI.

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42 Prewritten Policies and Procedures

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| <ol style="list-style-type: none">1. Procedural security2. Annual risk assessment and evaluation3. Ethics and employee conduct4. Fingerprinting and photographing of employees5. Policy and criminal violations6. Employee use of drugs or alcohol7. Possession and carrying of firearms8. First aid and medical emergencies9. Suspicious persons and activities10. Identification procedures11. Internal investigations12. Court testimony by employees13. Proprietary information14. Guard program15. Information security and the edp center16. Fire prevention and detection17. Hazardous material18. Inventory, delivery and receiving controls19. Security devices20. Opening & closing cash-handling facilities21. Transportation of currency22. Combinations23. Key and access device control | <ol style="list-style-type: none">24. Work station security25. Employee assignments during emergency responses26. Emergency operating procedures: all personnel27. Robbery procedures: staff personnel28. Robbery procedures: management personnel29. Extortion procedures: staff personnel30. Extortion procedures: management personnel31. Bomb threat procedures: staff personnel32. Bomb threat procedures: management personnel33. Disaster response procedures: staff personnel34. Disaster response procedures: management35. Violence in the workplace36. Personal protection and safety for employees37. Executive protection program38. Testing and training requirements39. Security training program40. Documenting investigations41. Media relations42. Emergency Procedures: Management |
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31 Corresponding Forms and Records

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| <ol style="list-style-type: none"> 1. Alarm activation form 2. Bomb call warning form 3. Chronological log of events form 4. Combination control form 5. Combination number change form 6. Currency transportation form 7. Employee assignments form 8. Employee profile information form 9. Extortion phone call form 10. Incident tracking log 11. Key control form 12. Opening and closing form 13. Report of investigation: initial report 14. Report of investigation: continuation 15. Report of investigation - evidence tag form 16. report of investigation: handwriting exemplar – 1 17. Report of investigation: handwriting exemplar – 2 | <ol style="list-style-type: none"> 18. Report of investigation: investigator's checklist 19. Report of investigation: property receipt 20. Report of investigation: follow up 21. Report of investigation: contact log 22. Report of investigation: statement continuation 23. Report of investigation: contact notes 24. Report of investigation: statement - s 25. Report of investigation: statement v-w-i 26. Suspicious or threatening phone call form 27. Suspicious activity report 28. Suspect description form 29. Security log form 30. Security education systems annual projection 31. Security education systems 6 month expense forecast |
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• **Appendix Section “Violence in the Workplace”**

Strategies & tactics for work & home
 The problem
 Victims and losses
 Identifying offenders
 What employees can do
 What employers can do
 What supervisors can do
 What security and law enforcement can do
 All personnel workplace violence procedures
 Bomb call warning form
 Incident log form

Chronological log of events
 Extortion telephone call form
 Coping with crimes of violence training
 Employee personal profile form
 Suspicious incident report form
 Suspicious or threatening telephone call form
 Training program: coping with crimes of violence
 Leaders guide: coping with crimes of violence