Security Checklist for Office Buildings

The Clery Act (Act) requires colleges and universities to develop and implement campus security policies. The goal of a campus security program should be to provide students and employees with an atmosphere free from fear of personal harm or property loss. To accomplish this goal and to comply with requirements of the Act, a university or college should develop a campus security program and train students and personnel on campus crime prevention measures, organize a campus security department, perform security surveys and patrols of the campus, and institute an access control program for the campus and student housing. The following provides information on the essential elements of a campus security program.

General Requirements

- Develop a written campus security program and establish a public safety department that is charged with the administration of the campus security program, including managing campus security officers.
- Develop a student handbook that provides information on campus security procedures and policies and instructions on how to report suspicious or criminal activity on campus to the proper authorities. Distribute this handbook to all students.
- Establish communication with local police agencies. Have police become familiar with the campus layout to allow for timely response in the event of an emergency on campus. Utilize local police and emergency management agencies to provide safety and crime prevention training programs for the student body.

Physical Security

- Provide perimeter fencing, as feasible, to limit access from other properties.
- Provide security lighting in accordance with the IESNA Lighting Handbook, published by the Illuminating Engineering Society of North America. The lighting system should provide minimum illumination levels on all walkways, building entrances, and vehicular entrances and should be inspected regularly, and broken or inoperative fixtures should be repaired as soon as possible. Lighting surveys should be performed on a regular basis to check illumination levels.
- Keep foliage and shrubbery trimmed to eliminate hiding spaces and provide for natural surveillance of the property.
- Fence off or otherwise secure design features of buildings, such as alcoves and stairwells that create hiding spaces for criminals.
- Check for signs of vagrants living on or around the property or signs of vandalism or graffiti on buildings, since these may be indications of future, more serious problems.

Security Personnel

- Establish minimum levels of education, work experience, and training for security officers. Require security personnel to go through a thorough background investigation and criminal history check, take a psychological examination, and be screened for illegal drug use.
- Provide training for security personnel that is commensurate with job responsibilities and meets the requirements of applicable state laws. Almost all states have regulations governing screening and/or training of security officers.
- Have security patrols focus on the prevention of crimes and the elimination or reduction of criminal opportunities, rather than the traditional police model of reacting to crime. To that end,

train security personnel in the principles of crime prevention and in the techniques of preventive patrols.

Access Control

- Implement a perimeter access control program to permit authorized individuals to come and go, while restricting access to unauthorized individuals. If perimeter access control cannot be readily provided, at the very least have the system limit access into buildings. Ensure access control measures meet life safety and fire code regulations, as well as the American with Disabilities Act's requirements on accessibility for the disabled.
- Prior to making any changes to a key or lock system, undertake a study to determine whether it would be cost-effective to convert the system to a computer-controlled card access system. One major advantage of card access systems is the ease with which codes can be changed to delete lost or stolen cards from the system.
- If metal keys are used, implement a key control program that ensures that all campus keys are accounted for. If the locking system has been in place for a long time, and all keys cannot be accounted for, the most effective way to gain control of the keys is to change to a new key system. Once all the keys are accounted for, establish a database to track all door locks, keys, and key holders. Issue keys only on a "need for" basis, rather than as a convenience. Provide a secure key storage cabinet to store duplicate keys.
- To maintain the integrity of the key control program, establish policies regarding who has access to rooms, who has authority to grant access to a particular area, and who is responsible for issuing keys. Also, permit only "authorized" locksmiths to change or repair locks.

Residence Hall Security

- Train students regarding their security responsibilities and role in maintaining the integrity of the security program.
- Require that the doors to residence halls be locked at all times and limit access to residence halls at night through only one door; however, this should not conflict with life safety code requirements.
- Require that one key or access card be used to gain entrance into the residence hall and another key or access card into student rooms.
- Change locks or access codes to student rooms whenever a key or access card is lost.
- Implement programs to address the propping-open of doors by students for convenience and have security patrols check that accessible doors and windows are locked at night and not propped-open.
- Provide an intercom system at the main entrance for visitors to call residents.
- Require that visitors and delivery persons not be allowed in residence halls without supervision.
- Have special security procedures for housing students during low-occupancy periods, such as holidays and vacation periods.

Security Equipment

- Integrate security equipment with fire alarm and building management equipment to provide for centralized control of these functions and savings in personnel and equipment costs.
- Utilize closed-circuit television (CCTV) systems at entrances to residence halls to identify visitors requesting entry, in parking lots to monitor potential criminal activity, and on campus grounds for surveillance purposes and as a deterrent to crime. Connect the CCTV system to a digital or video recorder to provide a record of events. Review recorded images to determine access control and traffic patterns.

- Install intrusion alarm systems in areas where access is not permitted at certain times and where a quick response to an intrusion is desired. Interconnect the alarm systems with the CCTV system so that, on activation of an alarm, a recording is made of the scene.