

SECURITY PLAN CHECKLIST

Quarterly Checklist

Date _____

Preventive Maintenance to Deter Vandalism and Theft

	Yes	No	N/A
All security cameras are operating	_____	_____	_____
No breaks in fence links	_____	_____	_____
All locks secure properly	_____	_____	_____
Locks have been changed after employees terminate employment	_____	_____	_____
Safe combinations have been changed after employees terminate employment	_____	_____	_____
MWR staff is identifiable by clothing or badges	_____	_____	_____
Patrons id cards are checked for validity	_____	_____	_____

Layout and Design

All hedges are trimmed so there are no un-visible areas	_____	_____	_____
All fences are at least 5 feet tall with no obvious attempts of break-in	_____	_____	_____
All windows are clean and nothing is blocking visibility	_____	_____	_____
Parking area lights are operational	_____	_____	_____

Deterrence of Juvenile Delinquency

Graffiti on any property	_____	_____	_____
Identifying marks (i.e. carvings, general vandalism)	_____	_____	_____
Children under 16 are escorted by adult to all facilities	_____	_____	_____
Children activities are planned for large events (i.e. Armed Forces Day, Holiday Ball)	_____	_____	_____

In-Service Education

All employees have attended or are scheduled to attend law enforcement training	_____	_____	_____
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