

FACILITY SECURITY (ALL OTHER)

OBJECTIVES

- Staff will learn precautionary measures to improve facility security
- Staff will learn department security procedures
- Staff will review office security exposures

Most of us haven't given much thought to workplace security. If someone were to vandalize a building, steal company property, or should a citizen cause an argument at the counter, no big deal, right. Wrong, in today's society the amount of crime, particularly violent crime occurring at work is phenomenal and increasing at an alarming rate. We can no longer take our security for granted.

Virtually, all types of crime are committed in the workplace. Governmental organizations typically experience crimes, such as, murder, robbery, rape, assault, theft, fraud, arson, property damage, vandalism, bomb threats, and domestic violence, to name a few.

The following are a few interesting employment related crime statistics:

- About 2 million employees are victims of violent crime in the workplace annually.
- 18,000 employees are assaulted every week on the job.
- Theft, property damage, injuries, and fatalities cost employers billions of dollars annually.
- Workplace homicide is the leading cause of death among female employees in the U.S. and is the second leading cause of death for men.
- Workplace murders account for one of every six occupational fatalities.

As employees, we need to take our security seriously. We can take precautions to enhance our security and reduce our chances of being victimized.

- 1) **SECURITY PROCEDURES:** Every department should have security procedures that are appropriate for the nature of the work and building location.
- 2) **BE ATTENTIVE:** We need to be attentive to colleagues, visitors, and suppliers entering our buildings and work areas. Be particularly attentive to

individuals that make threats or tries to intimidate you or others, or displays unreasonable anger. If something doesn't look right, report the suspicious people or activity to a supervisor.

- 3) **LOCK DOORS:** Keep all security doors closed and locked at all times.
- 4) **CASH HANDLING PROCEDURES:** Every department should have formal cash handling procedures. Cash should be handled away from the public and immediately placed in a safe. Do not accumulate cash; money should be deposited in a bank on a frequent basis. Employees working in offices with large sums of cash should not discuss cash handling procedures with anyone outside the office.
- 5) **REPORT POTENTIAL DOMESTIC PROBLEMS:** Employee's involved in serious domestic conflicts should report the issue to a supervisor, if they believe it could cause potential problems at work.
- 6) **COMMUNICATION SIGNALS:** Arrange a "danger signal" to use with co-workers in the office. If communicated, a co-worker(s) can summon security or law enforcement, or may be able to ease the situation.

POLICY

Discuss all organization/department policies concerning facility security, cash handling procedures, and any other security issues.

CLOSING

- *Encourage discussion about security in the workplace and need to protect company property and one another from harm.*
- *Upon completion of this presentation, supervisors should inspect office security procedures, and where applicable, cash handling procedures.*