

SECURITY NEWS

SECURITY NEWS & INFORMATION FOR PROFESSIONAL MANAGERS • VOLUME 6 ISSUE 4

OUR COMMITMENT

As a Security Professional, it is our job to assist you in performing your security related duties. We desire to be a genuine asset to your firm and to become an important member of your management team.

Our goal is to assist you in solving and preventing security problems so that you can be more productive.

Ultimately we would like to help you increase security, decrease risk and help you control or reduce your ongoing security related operating expenses. We recognize that

physical security is only a small part of your overall responsibility. But for us, your security is our primary concern.

SECURITY MANAGEMENT

Does Your Employee Manual Cover All of Your Company Security Policies?

Have you outlined your security policies in your employee manual? If not, you need to assess your risks and formulate practical rules that establish the employee rules of conduct with respect to your security policies.

Locking and Unlocking Facilities

What happens if someone fails to lockup one of your buildings at closing time and the property is burglarized? Without a policy, you may have no recourse—even if you suspect the door was left open on purpose!

Loaning Keys

What happens if someone loans a key to a co-worker and they use the key to gain access to your facility? Without a policy, recourse toward the first employee may be illegal.

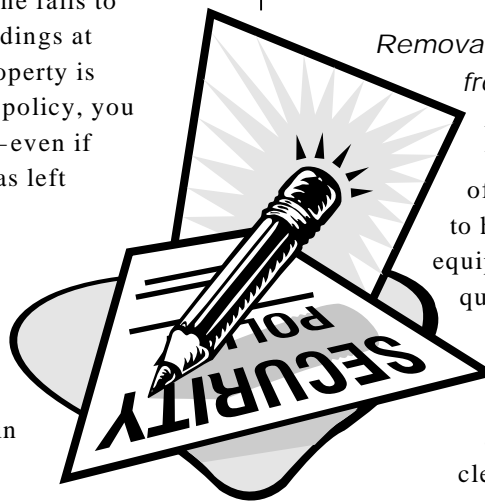
Copying Keys

With key duplication, having a policy that results in a specific action, will often be the necessary ingredient that will keep an honest employee from making extra copies of keys that could get lost or stolen.

To keep dishonest employees from making copies of keys, it is necessary to use a patented or proprietary keying system that has controlled distribution of the key blanks.

Removal of Company Property from the Premise

A clearly defined policy will avoid the situation of an employee claiming to have borrowed the tools, equipment or supplies in question. If you bring action against an employee for theft of company property and you do not have a clearly defined policy, the employee may be able to avoid penalty.



Security policies should be published in your employee handbook.

It is important for every manager to review their business and the risks their employees pose to their security. The next step is to establish some simple guidelines to protect the vulnerable areas. Finally, they should communicate their policies by publishing them in their employee manual.