

FACILITY SECURITY CERTIFICATION FORM
DOJ SECURITY LEVEL IV

AGENCY:
FACILITY:
ADDRESS:
LEASED/OWNED:
UPGRADE COSTS:
REVIEW TEAM:
REVIEW DATE:
FACILITY POC:
CERTIFIED Y/N

I. PERIMETER SECURITY

A.. PARKING

STANDARD	TYPE	STATUS
Control of Facility Parking	MINIMUM	
Control of Adjacent Parking	Based on facility evaluation	
Avoid leases where parking cannot be controlled	Based on facility evaluation	
Leases should provide security control for adjacent parking	Based on facility evaluation	
Post signs and arrange for towing of unauthorized vehicles	MINIMUM	
ID system and procedures for unauthorized parking (placard, decal, card key, etc,)	MINIMUM	
Adequate lighting for parking areas	MINIMUM	

B. CLOSED CIRCUIT TELEVISION (CCTV) MONITORING

STANDARD	TYPE	STATUS
CCTV with time lapse video recording	MINIMUM	
Post signs advising of 24 hour video surveillance	MINIMUM	

C. LIGHTING

STANDARD	TYPE	STATUS
Lighting with emergency power backup	MINIMUM	

D. PHYSICAL BARRIERS

STANDARD	TYPE	STATUS
Extend physical perimeter with barriers (concrete and/or steel composition)	Based on facility evaluation	
Parking barriers	Based on facility evaluation	

II. ENTRY SECURITY

A. RECEIVING AND SHIPPING

STANDARD	TYPE	STATUS
Review receiving/shipping procedures (current)	MINIMUM	
Implement modified procedures	MINIMUM	

B. ACCESS CONTROL

STANDARD	TYPE	STATUS
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Evaluate facility for security guard requirements	MINIMUM	
Security guard patrol	Based on facility evaluation	
IDS with CMS capability	MINIMUM	
Upgrade to current life safety standards (fire detection, fire suppression systems, etc.)	MINIMUM	

C.. ENTRANCES/EXITS

STANDARD	TYPE	STATUS
X-ray & magnetometer at public entrances	Based on facility evaluation	
Require x-ray screening of all mail/packages	MINIMUM	
Peep holes	N/A	
Intercom	N/A	
Entry control w/CCTV and door strikes	N/A	
High security locks	MINIMUM	

III. INTERIOR SECURITY

A. EMPLOYEE/VISITOR IDENTIFICATION

STANDARD	TYPE	STATUS
Agency photo ID for all personnel displayed at all times	MINIMUM	
Visitor control/screening system	MINIMUM	
Visitor identification accountability system	MINIMUM	
Establish ID issuing authority	MINIMUM	

B. UTILITIES

STANDARD	TYPE	STATUS
Prevent unauthorized access to utility areas	MINIMUM	
Provide emergency power to critical systems (alarm, radio communications, computer facilities)	MINIMUM	

C. OCCUPANT EMERGENCY PLANS

STANDARD	TYPE	STATUS
Examine OEP and contingency procedures based on threat	MINIMUM	
OEPs in place, updated annually, periodic testing exercise	MINIMUM	
Assign & train OEP officials (assignment based on largest tenant in facility)	MINIMUM	
Annual tenant	MINIMUM	

D. DAY CARE

STANDARD	TYPE	STATUS
Evaluate whether to locate daycare facilities in buildings with high threat activities	MINIMUM	
Compare feasibility of locating daycare in facilities outside locations	MINIMUM	

IV. SECURITY PLANNING

A. INTELLIGENCE SHARING

STANDARD	TYPE	STATUS
Establish law enforcement agency/security liaisons	MINIMUM	

Review/establish procedure for intelligence receipt/dissemination	MINIMUM	
Establish uniform security/threat nomenclature	MINIMUM	

B. TRAINING

STANDARD	TYPE	STATUS
Conduct annual security awareness training	MINIMUM	
Establish standardized unarmed guard qualifications/training requirements	MINIMUM	
Established standardized armed guard qualifications/training requirements	MINIMUM	

C. TENANT ASSIGNMENT

STANDARD	TYPE	STATUS
Co-locate agencies with similar security needs	Desirable	
Do not co-locate high/low risk agencies	Desirable	

D. ADMINISTRATIVE PROCEDURES

STANDARD	TYPE	STATUS
Establish flexible work scheduled in high threat/high risk areas to minimize employee vulnerability to criminal activity	Desirable	
Arrange for employee parking in/near building after normal work hours	Based on facility evaluation	

Conduct background security checks and/or establish security control procedures for service contract personnel	MINIMUM	
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E. CONSTRUCTION/RENOVATION

STANDARD	TYPE	STATUS
Install mylar film on all exterior windows (shatter protection)	MINIMUM	
Review current projects for blast standards	MINIMUM	
Review/establish uniform standards for construction	MINIMUM	
Review/establish new design standard for blast resistance	MINIMUM	
Establish street set-back for new construction	MINIMUM	