

Property-Crime Exposure Assessment

The following factors should be considered in assessing a college or university for its vulnerability to property crimes.

Theft and Embezzlement

- Are all employees with financial responsibilities screened prior to employment/use?
- Are employees with financial responsibilities bonded?
- Are there controls on bank deposits and withdrawals, issuance of checks, reconciliation of bank statements, and the paying of invoices to prevent theft and embezzlement?
- What is the policy of officials to prosecuting suspected embezzlers?
- Is cash on-hand kept to a minimum by making regular bank deposits, but not on a set, predictable schedule?
- Do on-site retail and food service operations conduct periodic inventories of their goods and supplies?
- Are periodic, unannounced financial audits conducted for the main accounting offices, as well as for auxiliary operations that handle cash transactions, such as bookstores, cafeterias, etc.?
- Can employees who are caught stealing be successfully prosecuted?

Burglary

- Is access onto the college/university property controlled?
- Is access into the various types of buildings (e.g., administrative, dormitories, classroom buildings, etc.) controlled?
- Are all doors, windows, and other openings securely locked during off-hours and when the premises are unoccupied?
- Are buildings provided with intrusion detection systems that are monitored off-premises or at a proprietary station?
- Are there structures, building alcoves, or overgrown foliage that could provide a burglar with cover to work without fear of being seen?
- Are there security patrols of the property?
- Are security closets or other secure areas provided for the storage of portable computer equipment and A/V equipment?
- Are teachers and students provided with lockers for storing personal belongings?

Vandalism

- Is the school located in an isolated, remote area, or high-crime area?
- Are there signs of vandalism on the premises, such as graffiti on building walls?
- Is the perimeter of the property protected by a fence?
- Are the grounds and building entrances provided with adequate lighting?
- Are exterior lighting fixtures protected against breakage, and are damaged lighting fixtures or burned-out bulbs replaced as soon as possible?
- Is there a designated area for teachers' vehicles, and is this area under surveillance?