



KEN PAXTON
ATTORNEY GENERAL *of* TEXAS
CHILD SUPPORT DIVISION

Physical Security Audit

Office #:

Office Address:

Name and title of Investigator:

Office Managing Attorney:

Office Manager:

Office Supervisor:

Division Chief (State Office Only):

Date of current audit:

Date of last audit:

Has the office moved since the last audit? Yes No

Was a crime analysis available for this area? Yes No Is the analysis attached? Yes No

Is a building/floor plan readily available for first responders? Yes No

Are security personnel located on premises? Yes No

PHYSICAL SECURITY AUDIT CHECKLIST

Physical Layout and Surrounding Perimeter Checklist

Is this a single-story building? Yes No

Is this a multi-story building? Yes No

What floor is this office located on? _____

Are there other businesses located in the building not associated with our agency? Yes No

How many points of entry does this building have? _____

Does this building have attachments for roof access such as fire escapes? Yes No

Does the building have skylights? Yes No

Does the landscaping offer areas to hide or access to rooftop or other areas of access? Yes No

Is the landscaping well maintained? Yes No

Do employees and customers share the same parking area? Yes No

Comments / Recommendations:

Lighting Checklist

Is there sufficient lighting to allow visibility of places of concealment? Yes No

Is there sufficient lighting at all building access points? Yes No

Is there sufficient lighting in the parking area? Yes No

Are there any exterior lights currently not working? Yes No

Have non-working exterior lights been reported? Yes No

Comments / Recommendations:

Alarms Checklist

Is the building equipped with intrusion alarms? Yes No

Is the building equipped with a fire alarm? Yes No

Comments / Recommendations:

Camera Checklist

Are the security cameras utilized outside the building? Yes No

Are security cameras utilized inside the building? Yes No

Are recordings maintained? Yes No

Are the cameras monitored in real time? Yes No

Are security cameras utilized inside the child support office? Yes No

Are recordings maintained? Yes No

Are these cameras monitored in real time? Yes No

Comments / Recommendations:

Access Point Checklist

Are all the building access doors in good condition? Yes No

Are all locks and door hardware operating properly? Yes No

Are all child support office access doors in good condition? Yes No

Are all locks and door hardware operating properly? Yes No

Are there windows on the building? Yes No

Can the windows be opened? Yes No

Are there locks on the windows? Yes No

Comments / Recommendations:

Security Personnel

How many security personnel on site? _____

Do they carry firearms? Yes No

What is the name of the security company?

Comments / Recommendations:

Landscaping

Does the landscaping create areas of concealment? Yes No

Comments / Recommendations:

Lighting

Attach a map of the building and indicate where lights are located (attached, parking lot, street, etc.)

Comments / Recommendations:

Alarms

What does the intrusion alarm monitor?

Comments / Recommendations:

Cameras

What company is utilized for security cameras?

How long are recordings maintained?

Comments / Recommendations:

Access Points

Describe the door (wood, metal, solid, etc.), frame, hinges, and locks for all access points.

Comments / Recommendations:

Any additional observations/concerns/recommendations below:

Comments / Recommendations:

Regional or State Office Investigator

Date

Regional Director or Division Chief

Date

Regional Director or Division Chief Comments / Next Steps:

Additional Comments After Signing (Regional or State Office Investigator)

A large, empty rectangular box with a thin black border, intended for the investigator to provide additional comments after signing. The box is currently blank.