

Security Exposure Questionnaire

Name of organization _____

Website address _____

If you do not have a website, attach a brochure and detailed description of daily activities of your organization.

General Information

	Yes	No
1. How many security personnel will be hired or contracted? _____ If employed , what will the payroll be? _____ If contracted , what is the annual cost for security contract? _____		
2. Are all security personnel trained on security expectations and risk controls?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does security personnel receive annual training? Does security personnel receive additional training as new issues arise?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Are written policies in place about security controls and expectations? If yes , do the policies include limitations regarding use of force and specify when police personnel should be called to respond to handle situations?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5. Are written procedures in place regarding the use of firearms? If yes , please provide a copy.	<input type="checkbox"/>	<input type="checkbox"/>
6. When not in use, are arms kept offsite at the security personnel's: <input type="checkbox"/> Place of residence <input type="checkbox"/> Business <input type="checkbox"/> Other, describe: _____		
7. Does security personnel assume all liability for the arms?	<input type="checkbox"/>	<input type="checkbox"/>
8. When not in use, are arms stored in a locked storage container appropriate for the type of arm?	<input type="checkbox"/>	<input type="checkbox"/>
9. Whether employed or contracted, are licensed persons the only ones permitted to provide security on your premises?	<input type="checkbox"/>	<input type="checkbox"/>

Security

Please select the type of security your organization plans to utilize. Answer the questions specific to the type of security below. *Please note: "Armed" means any type of arms that are meant to provide security including firearms, tasers, batons, pepper spray, or any similar defense tools.*

- Contracted Unarmed Security
- Employed/Volunteer Unarmed Security
- Contracted Armed Security with Private Security Firm
- Contracted Armed Security with On-Duty Police Officers
- Contracted Armed Security with Off-Duty Police Officers
- Employed Armed Security
- Volunteer Armed Security

Contracted Security

Yes No

If using contracted security, check all of the following that are included as requirements:

- | | | |
|---|--------------------------|--------------------------|
| 1. Prior to contracting, is a background check conducted on the security company? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The contracted agreement contains a “hold harmless” clause in your favor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The contracted agreement contains a mutual “hold harmless” clause. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The contractor is required to maintain their own insurance?
If yes , is the contractor’s insurance required to include assault and battery coverage without limitation for intentional acts? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The contracted agreement requires that the contractor list you as an Additional Insured on their policy. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Your contracted security is with an on/off-duty police officer and municipal insurance applies.
If yes , does municipal insurance apply?
<i>(Note: If on-duty, it likely DOES apply but if off-duty, it likely does NOT apply.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. You collect and review a certificate of insurance or a copy of the declarations page as proof the contract is met compliantly. | <input type="checkbox"/> | <input type="checkbox"/> |

Please attach a copy of the contract.

Employed and/or Volunteer Security

Yes No

If using employed and/or volunteer security, please answer the following:

- | | | |
|---|--------------------------|--------------------------|
| 1. Prior to hiring/allowing to volunteer, are background checks conducted on the applicant, including criminal history? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Prior to hiring/allowing to volunteer, is applicant required to pass screening for psychological testing? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Prior to hiring/allowing to volunteer, is applicant required to pass drug screening? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Prior to hiring/allowing to volunteer, are an applicant’s qualifications reviewed and confirmed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are all applicants interviewed prior to hiring/allowing to volunteer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are references checked on all applicants? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is training provided to all new employees/volunteers, including scenario training? | <input type="checkbox"/> | <input type="checkbox"/> |

Completed by _____

Title _____

Signature of Applicant _____

Date _____