3-06/060.00 Security

All unit commanders shall implement policies and procedures to ensure the security of the facilities under their command. Each facility shall develop an item-specific checklist that includes all bars, locks, doors, windows, and other security fixtures. Each checklist should list what is to be inspected, how each particular item is to be inspected, and whether the item is in good working order.

It shall be the responsibility of a lieutenant to ensure that a facility security inspection is conducted at least once per month. Any inadequacy shall be remedied immediately.

The completed checklists, including findings and/or remedial action taken or recommended, shall be submitted to the unit commander. The unit commander shall review and note on the report any further remedial action which may be warranted.

The completed checklists shall be retained for one year.