

EXAMPLE GUARD FORCE SECURITY QUESTIONNAIRE¹

Institute:		
Campus:		
Subject: Guard Force		
Completed by:		Date:
No.	Security Issue	Answers/Comments
1	Describe the guard force's mission objectives.	
2	Provide an organizational chart.	
3	Who has the highest level of decision-making authority within the guard force?	
4	Who does the guard force report to?	
5	Who within the guard force organization/chain-of-command reports to the head of the science institute?	
6	Describe the guard force's duties for routine and emergency situations.	
7	How do these activities differ depending on shift?	
8	What level of background investigation is required for guard force employment?	Police: Contract Guard Force:
10	How often are employment reinvestigations conducted?	
11	Are confidentiality agreements required?	
12	Are medical examinations conducted?	
13	What type of emergency response training is provided? Facility specific training?	
14	Under what conditions is guard force assistance requested during employee terminations?	
15	Is the emergency response plan current? Other security plans?	
16	Are mock exercises conducted? If so, describe.	

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17	Does a Memorandum of Understanding exist with the local law enforcement?	
18	Has a chain of command been established between the institutional guard force and local law enforcement?	
19	How often is the guard force briefed on threats (daily, weekly, monthly)?	
21	How many guard force personnel are on duty for each shift?	
22	How many guard force personnel respond to normal security related events? What if something more serious is going on?	
23	During a response to a high level intrusion, are other security events being monitored and/or responded to?	
24	What are the procedures for responding to restricted areas?	
25	Are there any special techniques used when a guard encounters a potentially contaminated suspect?	
26	Is there an established "Use of Force" policy? If so what are the parameters?	
28	Are response policies in place for various scenarios? (ie. protesters vs. unauthorized access)	
29	What is the response time for outside agency assistance?	
30	What is the average on-site response time?	
31	Do response procedures differentiate between an inside threat and an outside adversary? If so, in what way?	
32	How are calls or dispatches prioritized?	
33	How are incidents reported?	
34	Who receives and reviews incident reports?	
36	What types of weapons are carried (batons, knives, guns, etc.)?	
37	What types of weapons are available? How are they controlled?	
38	List the means of transportation (vehicle, motorcycle, foot, etc.)	

39	What is the frequency of patrol to various parts of the facility?	
40	What areas are prohibited to guards without an escort?	
41	What are methods of communication?	
42	Are any on-site communication modes encrypted?	
43	What are back-up methods of communication?	
44	Are the guards immunized from the pathogens in the laboratories?	
45	Is a map available of the areas patrolled? Does it indicate areas with dangerous pathogens or other hazards?	
46	Are training exercises conducted? If so, how often and what type?	
47	Is there a direct alarm between the institute and the Guard Force? How is local law enforcement summoned?	