



LPD Pre-Assessment Questionnaire

The LPD security assessment evaluates a property's existing layout, physical features and daily operations to identify vulnerabilities and help reduce the opportunities for crime. Our recommendations are based on Crime Prevention Through Environmental Design, focusing on surveillance, access control, territorial reinforcement, target hardening and maintenance. Implementing these measures improves site security while preserving a welcoming environment.

Please complete the following questionnaire and return it to the LPD Crime Prevention Specialist by email. Once we have reviewed the document, we will contact you to schedule the date for the on-site security assessment.

Questions:	Answer area:
Property Name:	
Address:	
Type of Property: Retail/commercial, Office, House of Worship, Single family Residence, Multi-family Apartment, Educational facility, Industrial/Manufacturing, Municipal building, Other:	
Is this property owned or leased?	☐ Owned ☐ Leased
If leased, what physical modifications or changes are permitted under your lease agreement?	
Primary Contact:	Name: Title: Phone: Email:
Property Owner:	Name: Title: Phone: Email:
Hours of operation	

Normal occupancy	
What specific safety or security concerns led you to request the assessment?	
Has there been a crime committed at your site in the last year? If so, what happened?	
What budget do you have for security enhancements in the next year? - Low – zero budget - Moderate budget - Dedicated capital for security improvements	☐ Low - zero budget ☐ Moderate budget ☐ Dedicated capital
Do you have in-house maintenance or volunteers capable of doing repair work or basic hardware installation?	☐ Yes ☐ No
Is your property fenced? Do you have gates or chains to close the parking area after hours?	☐ Yes ☐ No ☐ Yes ☐ No
Are the parking area and perimeter of the property well-lit at night? Are there dark areas without lighting?	☐ Yes ☐ No ☐ Yes ☐ No
What types of locks are used on exterior doors?	
How many physical keys, electronic access cards, codes, etc. are in use? Are these audited annually?	☐ Yes ☐ No
Do you have a key box for first responders? If yes, where is it located? Does the Emergency Communication Center have the code and call out contact?	☐ Yes ☐ No ☐ Yes ☐ No
Do you have a security camera system installed? Are cameras on the exterior or interior or both? How many cameras do you have? How long is footage stored? Who has access to review or retrieve video? Are cameras monitored live or just for post incident review?	☐ Yes ☐ No ☐ Exterior ☐ Interior ☐ Both Cameras: Storage Time: ☐ Live ☐ Post-Incident

Are your exterior cameras registered with the Hill City Connect program?	☐ Yes	☐ No
Do you have an Intrusion Alarm System? Is it professionally monitored 24/7 or is self-monitored via an app? What company do you use? Have you registered your alarm system and have a City of Lynchburg permit for this?	☐ Yes ☐ Professionally	☐ No ☐ Self-monitor
Are No Trespassing signs on your property and building?	☐ Yes	☐ No
Have you signed the No Trespassing Authorization form with the LPD to allow officer to enforce trespass violations after hours?	☐ Yes	☐ No
Is cash kept or handled on site? Where is cash secured? Do you have a safe bolted to the ground? Are registers or donation boxes emptied and left open at night?	☐ Yes ☐ Yes ☐ Yes	☐ No ☐ No ☐ No
Do you keep an active inventory of valuables such as tools, electronics, or other equipment? Do you place asset tags on valuables?	☐ Yes ☐ Yes	☐ No ☐ No
Do you have computer network safeguards in place with password protected individual use logins? Is critical data backed up off site or on the cloud?	☐ Yes ☐ Yes	☐ No ☐ No
Do you have written procedures for opening and closing the facility? Do you have 2 people locking up and leaving together?	☐ Yes ☐ Yes	☐ No ☐ No

Do you have emergency procedures for active safety threats such as severe weather, fire, active intruder or medical emergencies? Do staff read and sign off on this annually?	☐ Yes ☐ No ☐ Yes ☐ No
Do you conduct fire drills and lock down drills? Do you have an evacuation and reunification point that all staff know?	☐ Yes ☐ No ☐ Yes ☐ No
Do you have a formal Workplace Violence policy in place?	☐ Yes ☐ No
Do staff wear ID badges?	☐ Yes ☐ No
Are all deliveries escorted into the building?	☐ Yes ☐ No
Are complete criminal history background checks done on all staff or volunteers prior to hiring?	☐ Yes ☐ No