

Prince William County Police Department

# SECURING CONSTRUCTION SITES

Effective Crime Prevention Strategies



# GENERAL SECURITY

- Develop a written security policy for the job site.
- Designate one person to be responsible for security issues.
- Encourage all employees to be involved and security conscious.
- Consult with the PWCPD Crime Prevention Unit for a security assessment. Use the checklist included in this booklet to conduct your own assessment of the security of your site.
- Reach out to the management of adjoining properties and encourage them to report suspicious activities they observe on the site.
- Report vandalism and thefts immediately to the police.
- Maintain records of security incidents.



*Loss of equipment or supplies also results in lost time and productivity.*

*Increased insurance premiums or even cancellation can occur.*



# SITE SECURITY

- Enclose the job site with security fencing and lockable gates.
- Provide parking areas outside of the site for employees.
- Limit vehicle access to one entrance, if possible.
- Control access to the site (guards, ID cards, etc)
- Provide nighttime lighting for the site.
- Post warning signs to help keep unauthorized persons off the site.
- Use only high-quality locks and never leave keys in the locks.
- Challenge strangers - show that you are alert.
- Inspect the site at the end of each day before securing it.
- Consider installing a portable CCTV monitoring system to capture vehicle traffic entering and exiting the site.







# SECURING TOOLS & EQUIPMENT

- Maintain an inventory control system for all equipment, tools, and materials. Include brand, model, serial number, owner-applied ID, value, and any other description as well as photographs.
- Engrave or stamp an identifier on all tools (Ex. Initials and 4 numbers of your choice) ideally in a highly visible location and in an obscure location.
- Implement a system to check out tools and equipment.
- Keep tools securely locked in storage trailers or sheds in secured areas.
- Park a piece of heavy equipment in front of the storage doors.
- Implement a key control program for motorized equipment.
- Lock all cabs during non-working hours, as well as oil and gas tank caps, if possible.
- Park equipment in a well-lit, secure area.
- Establish a program for verifying all deliveries.
- Delay delivery and installation of appliances until the pre-completion stage when doors and locks are installed.
- Keep all inventory/materials on site to a minimum.



# IF A THEFT OCCURS

- Don't touch anything
- Call the police and file a report, regardless the value
- Start a list of property taken and full details of that equipment. Sort the list by owner.
- Have one person check other locations where tools are stored to see if tampering or theft occurred. Do Not Touch anything if there are signs of entry.
- Ask employees if they've seen anything suspicious.
- Assure them that anything said will remain in confidence.



## **PRINCE WILLIAM COUNTY POLICE DEPARTMENT**

Emergency Dial 911

Non-emergency 703-792-6500

**ENCOURAGE EMPLOYEES TO  
ALWAYS REPORT SUSPICIOUS ACTIVITIES**

# CONSTRUCTION SITE SECURITY ASSESSMENT

The Construction Site Security Assessment Checklist is a tool intended to help identify vulnerabilities at the job site and to make suggestions for improvement if needed.

COORDINATOR	
<p><b>Has the company appointed a person in authority to be the security coordinator?</b>                      -This should be someone that can serve as the direct liaison with the Police Department.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Has the company provided the names and contact information of responsible persons during non-business hours?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Is there a written job site security plan in place?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
ASSETS	
<p><b>Are all assets on the construction site engraved or marked?</b>                      Suggestions:                      Identification number                      Corporate logo or spray paint of a distinct color displayed                      Large equipment should be marked in two prominent places and one additional hidden place.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Have all tools, equipment, and machinery been inventoried?</b>                      This should include: Make, Model, Serial number, Owner applied Identification number, and Value of each item.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Do all employees have their personal property engraved with their own unique identification number, such as their driver's license number?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>Are there signs displayed that stated that all assets on the construction site have been marked and inventoried?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## INVENTORY CONTROL

**Have procedures been established for checking material on and off the construction site?**

- Yes  
 No

**Is an employee assigned to maintain tight inventory control of all materials and tools delivered?**

Each invoice should be carefully checked for accuracy and shortages reported.

- Yes  
 No

**Are materials and equipment checked frequently?**

- Yes  
 No

**Has someone been assigned to supervise trash removal?**

Remove empty crates and cartons as soon as possible. This helps eliminate the possibility of tools and equipment being hidden and carried off of the construction site.

- Yes  
 No

**Are keys issued only to those that need them and is a record maintained of those assigned?**

- Yes  
 No

## SITE SECURITY

**Have gates been kept to a minimum?  
How many? \_\_\_\_\_**

- Yes  
 No

**Are gates closed and locked at night and during weekends?**

- Yes  
 No

**Are drivers of unrecognized vehicles contacted and confirmed that they should be on the job-site?**

- Yes  
 No

**Are there storage sheds or fenced areas provided for tools and equipment?**

Heavy equipment should be placed in front of storage shed doors to enhance security.  
Doors of storage containers facing toward the perimeter of the construction site so that they are easily observed.

- Yes  
 No

**Are all vehicles locked and ignition keys removed?**

- Yes  
 No



## SITE SECURITY

**Are all large equipment and other machinery disabled?**

Remove spark plugs or batteries  
Install a hidden cutout switch

- Yes  
 No

**Are oil and gas caps locked?**

- Yes  
 No

**When not in use is equipment parked in a line or circle so that smaller equipment is secured by larger equipment on the ends or perimeter?**

- Yes  
 No

**Is equipment parked so that it is obvious if something is missing?**

Designated spots or marked areas

- Yes  
 No

**Are there GPS devices on large equipment?**

- Yes  
 No

**Has all equipment obtained been re-keyed?**

- Yes  
 No

## INTERNAL THEFT

**Has a policy on employee theft been established and are employees aware of the policy?**

Prominently post the information.  
Explain the consequences associated with employee theft.  
Limit the hiring of subcontractors if possible.  
Screen and train workers in the recognition and reporting of criminal behavior.

- Yes  
 No

**Is there a tool check-in and check-out system?**

Record data on individuals responsible for specific tools.  
Include the date, what was taken, and by whom.  
Secure tools shed at all times.

- Yes  
 No

**Is there a “hotline” within the company established for reporting crime and vandalism?**

Disseminate the “hotline” phone number to increase a potential offender’s perception of being apprehended by providing an anonymous way for co-workers to report criminal behavior.  
Encourage the use of the “hotline” through incentives, such as cash rewards.

- Yes  
 No

## LIGHTING

**Is there adequate lighting on the construction site(s)?**

Direct lighting toward the construction site to eliminate glaring lights.

Motion detection or passive infrared sensor are recommended.

Consider the following location for lights: Officer trailer, equipment storage trailer, material storage yard, and equipment storage areas.

Yes

No

**Is someone assigned to check the lights to ensure that they are working properly?**

Yes

No

## ALARMS, FENCES, AND SECURITY COMPANIES

**Is there an alarm system?**

Consider portable alarm systems that detect motion, and activate lights and sound alarms. It is recommended that alarms sound locally at construction sites except for very isolated alarms.

Consider an alarm that goes directly to a private security service that in turn notifies the Police Department.

Yes

No

**Is the construction site enclosed by a fence?**

At a minimum, the area around trailers and material storage should be enclosed.

The fence line should be clear of shrubbery, equipment, or buildings to eliminate possible hiding places.

There should be only one or two accesses or gates.

Chain link fencing is recommended and allows surveillance by security patrol, police, and neighbors.

Employees should either park their personal vehicles outside the construction fence or have a specifically designated parking area within the fence to minimize the theft of tools, materials, and equipment.

Yes

No

**Is the fence inspected regularly?**

Make sure that there are no holes or weak spots.

Check areas under the fence to ensure that offenders haven't gained entry underneath the fence.

Yes

No

**Are "No Trespassing" signs displayed in a prominent place on the fencing or the perimeter of the construction site?**

The lettering should be easy to read and large enough to be seen from a distance.

Yes

No

# PRINCE WILLIAM COUNTY POLICE DEPARTMENT

## CRIME PREVENTION UNIT CONTACT



[www.pwcva.gov/police](http://www.pwcva.gov/police)



703-792-7270



[crimeprevention@pwcva.gov](mailto:crimeprevention@pwcva.gov)