SECURITY
ALARMS AND CCTV

Security alarms

- Install a monitored security alarm system. This should comply with Australian Standards (AS2201) and be done by a licensed installer. See the Security Agents Institute of Western Australia (SAIWA).

- Consider incorporating a duress facility into the system to enable staff to activate the system manually in the event of an emergency. Duress alarms may be silent and may be linked into security recording devices such as CCTV.

- The system should be tested on a regular basis to ensure that it is working properly.

- Staff should be trained in the use of the alarm system.

- Alarm system controls and remote on / off switches should be strategically located to restrict tampering.

- Movement detection devices should be strategically placed within the premises. A licensed security alarm installer will assist in the design and location of the security system.

- Staff should be familiar with the business' security company and their contact information.

- Staff should be trained to request photo identification from any technicians or contractors requesting to carry out work on the premises. Staff should be encouraged to check the authenticity of any technicians or contractors with the business/ organisation that the technician/ contractor claims to be working for. Requesting and checking identification prevents access to sensitive systems or stock by bogus traders.

- If you have an alarm installed, ensure that you activate it everyday.

CCTV (Closed Circuit TV)

- CCTV can enhance the physical security of your business and assist in the identification of people involved in criminal or antisocial behaviour.

- Cameras should be installed by a licensed installer. See the Security Agents Institute of Western Australia (SAIWA) website www.saiwa.asn.au for registered installers.

- Before installing CCTV, refer to the Western Australian State CCTV Strategy and comply with the WA Police minimum standard for CCTV quality. This is available on the WA Police website.

- Place cameras so that they monitor the entrance, cashier's area, high cost merchandise and any other areas with poor natural surveillance.

- Install television screens as part of the system to enable staff to view and monitor activities captured by the cameras.

- Train staff in the correct use of the system, monitoring and recording CCTV data. Staff should check that the system is turned on and recording at the start of each business day.

- Consider incorporating casual CCTV monitoring into staff duties.

- Install CCTV equipment away from the counter area to avoid tampering.

- Retain data for at least 30 days.

- Test the system regularly for function and quality.

- Place signage indicating that CCTV is in operation and that staff, customers and visitors should expect that their activities will be monitored or recorded at the business entrance and all entrances where CCTV is in operation.

- Register your CCTV system via the CCTV Register website at blueiris.police.wa.gov.au

This factsheet contains general guidelines for increasing security of your business and/or workplace.
No responsibility is accepted for any damage, injury or loss resulting from application of these guidelines.

www.police.wa.gov.au