

Workplace Security Assessment

Department: _____

Time: _____ **Day / Evening**

Agency _____

Date: _____

Unit/Office _____

Assessor 1: _____

Email: _____

Assessor 2: _____

Email: _____

Digital Security (Numeric data only. If it is not applicable, leave blank)

	Total Checked	Total Passed	Total at Location
<u>Computers</u> locked when not being used.			
<u>Thumb drives</u> or other <u>portable media</u> secured.			
<u>State mobile phones</u> left on desks unattended.			
<u>State mobile phones</u> "locked" with a password.			
<u>Monitors</u> turned away from public windows and doors.			
<u>Personal devices</u> (such as laptops or phones) not connected to State PCs.			

Digital Security Comments:

Paper Security (Numeric data only. If it is not applicable, leave blank)

	Total Checked	Total Passed	Total at Location
Desk and file <u>drawers</u> closed immediately after use.			
<u>Lockable cabinets</u> or <u>drawers</u> with sensitive data locked.			
Passwords on sticky notes or otherwise visible on <u>desks</u> .			
Sensitive information is erased from <u>white boards</u> .			
Sensitive documents are not left on <u>desks</u> .			
Visible <u>calendars</u> containing sensitive data.			
Sensitive documents are not left on the <u>printers</u> or <u>copiers</u> .			
Sensitive information is not thrown in the <u>trash</u> without shredding.			
Secured recycling or shredding locations used			

Paper Security Comments:

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Physical Security (Numeric data only. If it is not applicable, leave blank)

	Total Checked	Total Passed	Total at Location
<u>Building access</u> requires a key, badge, or pass.			
<u>Internal doors</u> restricted areas are not propped open or left unlocked.			
<u>Badges, keys, or access cards</u> are not left unattended.			
Badges visibly worn by all employees in State location.			
Portable <u>fire extinguishers</u> certified and accessible.			
<u>Signage</u> demarks secure areas.			
Authorized personnel accompanies <u>visitors</u>			

Physical Security Comments:

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Additional Comments:

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