Crime Management

1.   Security audit and reporting

- The intake e- interview with the manager and / or management team concerning the organizational structure , the expected internal and external threats and the criminal history
- Discuss information gathering via a questionnaire applied to the company with the management team and a supplementary survey with part of the staff.
- Depth of Investigation by information gathering on the work floor by means of site visits to the company and loose contact with line managers and personnel
- Analysis of the information collected.
- Discussing the analysis of the information gathered with a cross-section group , the internal partners who will be part of the implementation team (stakeholders / quality circle maximum 12 employees) and the feasibility of prevention measures in the workplace.
- Drawing up an audit report with a proposal for the concrete preventive safety measures to be taken to control internal and external threats
- Meeting with manager and / or management team, submission and clarification of audit report and proposed safety measures . Decision to continue the safety project

2.   The integrated safety policy plan

- Brainstorming with management and / or management regarding accepting or making choices from the proposed security precautions and create the vision and mission for the safety of the company .
- Identify internal partners who are part of the implementation team (quality circle)
- Indication of external partners
- Drawing the overall process structure of the security organization.

- Establish security procedures
  - Choosing a specific and clearly defined process.
  - Determining the overall goal of this process based on expectations.
  - Where appropriate, defining relevant sub-processes within this process.
  - Determining goals per sub-process. Each goal includes the delivery of certain activities with specific quality requirements that can be monitored during the process (indicators). Steps or activities without added value are avoided.
  - The uniform description of the activities of sub-processes and the interpretation of the roles and responsibilities of the actors involved.

The preparation and implementation of security processes:

- increases the possibilities for managers to adequately coach and motivate their employees in function of safety . (leadership)
- anchors the need for security-oriented work within the whole of the operation. (policy and strategy)
- not only allows the staffing to be evaluated according to the needs of the process, but also allows for a clearer definition of the quality requirements for the personnel involved in the security process. (management of employees)
- ensures a more efficient security organization and therefore saves money. (Resource management)

- The preparation of the integrated security policy plan in accordance with the conclusions of the audit report and the accepted security measures
- Meeting with manager and / or management team, presenting and clarifying the integrated security policy plan with the concrete safety measures and security procedures
- Determine measurement indicators and result goals (SMART)
- Decision to continue security project

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3.   The implementation of the integrated safety policy plan

- Brainstorming with the implementation team (the cross-section group)
- Preparation of implementation plan based on time and resources with internal and external partners
- Communication to the workplace regarding the plan and procedures
- Implementation **procedures ,** the implementation of the outlined processes or the adjustment where the current operation differs from the process description.

- **Training safety awareness**
    - o   Complete management
    - o   All employees
        - ▪   Security attitudes
        - ▪   Points of attention
        - ▪   Specific tasks
- Implementation of **material resources**
    - o   Organizational
    - o   Physically
    - o   Electronic and IT

4.   The PDCA evaluation plan

Project evaluation

- To what extent has the implementation of the project gone according to the proposed security policy plan
- what are the scores on the proposed indicators
- what were the obstacles and success factors
- what are the side effects

Impact assessment

- to what extent have the goal and objectives been achieved
• what are the scores on the proposed indicators
• what were the obstacles and success factors
• what are the side effects

Evaluation input partners

- Which partners (internal and external) were specifically involved in the project
- Which was their specific added value

Final conclusions

Brainstorming with internal partner implementation team
Indicating points for improvement , experience is the sum of all the mistakes that you have made.
Drawing up an improvement plan
Meeting with manager and / or management team, presenting and clarifying improvement plan

Decision to implement improvement plan

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