

**COUNTY OF HENRICO  
INTERNAL AUDIT OFFICE  
RICHMOND VA  
DETAILED AUDIT STEPS  
SECURING OF GENERAL GOVERNMENT BUILDINGS**

**PREPARED BY**

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<b>INIT</b>	<b>STEP</b>	<b>DESCRIPTION</b>
		<b>SECTION H. OTHER SUPPORTING INFORMATION</b>
		PURPOSE: TO DOCUMENT OTHER SUPPORTING INFORMATION GATHERED DURING THE AUDIT OF SECURITY.
	H.1	PREPARE A SECTION INDEX.
	H.2	PREPARE A SECTION CONCLUSION.
	H.3	DOCUMENT DISCUSSIONS WITH FIRE CONCERNING THE SECURITY ASSESSMENT.
	H.4	DOCUMENT INFORMATION FROM THE STATE OF VIRGINIA WEBSITE ON SECURE VIRGINIA AND REQUEST FOR ADDITIONAL INFORMATION.
	H.5	DOCUMENT DISCUSSIONS WITH THE RISK MANAGEMENT EMPLOYEE SAFETY OFFICER.
	H.6	DOCUMENT REFERENCE INFORMATION FROM THE IG.
	H.7	DOCUMENT OTHER INFORMATION LOCATED ON THE INTERNET RELATED TO SECURITY.
	H.8	DOCUMENT GAO BUILDING SECURITY REPORT.
	H.9	DOCUMENT MEMBERSHIP OF THE DPU VULNERABILITY TASK FORCE.
		<b>SECTION I. NALGA</b>
		OBJECTIVE: TO DEVELOP COMMUNICATE, AND SUMMARIZE BENCHMARKING SURVEY.

<b>INIT</b>	<b>STEP</b>	<b>DESCRIPTION</b>
	I.1	PREPARE A SECTION INDEX.
	I.2	PREPARE A SECTION CONCLUSION.
	I.3	DEVELOP A NALGA BENCHMARKING E-MAIL TO BE SENT TO THE NALGA LISTSERVE.
	I.4	DOCUMENT RESPONSES RECEIVED.
	I.5	SUMMARIZE RESPONSES AND POST SUMMARY TO THE NALGA LISTSERVE.
	I.6	DOCUMENT OTHER RELEVANT INFORMATION.
<p><b>SECTION J. EMPLOYEE ACCESS</b></p> <p>OBJECTIVE: TO DETERMINE WHETHER EMPLOYEES ARE IN COMPLIANCE WITH WEARING THEIR ID BADGES, AS REQUIRED IN THE COUNTY MANAGER'S BUILDING SECURITY MEMO OF OCTOBER 23, 2001.</p>		
	J.1	PREPARE A SECTION INDEX.
	J.2	PREPARE A SECTION CONCLUSION.
	J.3	DOCUMENT A LISTING OF BUILDINGS.
	J.4	DEVELOP A TESTING PLAN AND HAVE APPROVED BY THE DIRECTOR OF INTERNAL AUDIT.
	J.5	IMPLEMENT TESTING PLAN AND SUMMARIZE RESULTS.
<p><b>SECTION K. SECURITY SECTION PERFORMANCE</b></p> <p>OBJECTIVE: TO DOCUMENT HOW THE SECURITY SECTION ENSURES THAT THEY ARE MEETING THEIR OBJECTIVES.</p>		
	K.1	PREPARE A SECTION INDEX.
	K.2	PREPARE A SECTION CONCLUSION.
	K.3	DEVELOP AN ASSESSMENT TOOL TO DISCUSS EACH OBJECTIVE WITH THE SECURITY SECTION. SUMMARIZE RESULTS.

INIT	STEP	DESCRIPTION
		<p>THE ASSESSMENT TOOL WILL CONTAIN THE FOLLOWING COLUMNS:</p> <p>1 – OBJECTIVE FROM THE MANUAL</p> <p>2 – HOW IS THIS OBJECTIVE ACCOMPLISHED</p> <p>3 – HOW IS THIS OBJECTIVE MEASURABLE</p> <p>4 – HOW IS ACCOMPLISHMENT OF THIS OBJECTIVE DOCUMENTED</p> <p>5 – WHEN WAS THIS OBJECTIVE LAST ACCOMPLISHED</p> <p>6 – IS THIS OBJECTIVE STILL RELEVANT</p>
		<p><b>SECTION L. SECURITY OF ALL GOVERNMENTAL BUILDINGS</b></p> <p>PURPOSE: TO DISCUSS SECURITY MEASURES WITH THE DIRECTOR OF GENERAL SERVICES.</p>
	L.1	PREPARE A SECTION INDEX.
	L.2	PREPARE A SECTION CONCLUSION.
	L.3	DISCUSS SECURITY MEASURES OF NEW BUILDINGS WITH THE DEPUTY DIRECTOR.
	L.4	DISCUSS OVERALL SECURITY MEASURES WITH THE DIRECTOR OF GENERAL SERVICES.
		<p><b>SECTION M. STANDARD OPERATING PROCEDURES (SOP) MANUAL</b></p> <p>OBJECTIVE: TO EVALUATE THE ADEQUACY OF THE SECURITY STANDARD OPERATING PROCEDURES MANUAL.</p>
	M.1	PREPARE A SECTION INDEX.
	M.2	PREPARE A SECTION CONCLUSION.
	M.3	REVIEW THE SECURITY POLICY MANUAL – LOOKING FOR ANY AREAS THAT NEEDED IMPROVEMENT.
	M.4	COMPARE THE SECURITY POLICY MANUAL TO OTHER INFORMATION GATHERED DURING THE AUDIT AS TO IDENTIFY ANY AREAS OF NEEDED IMPROVEMENT.