INTERNATIONAL FOUNDATION FOR CULTURAL PROPERTY PROTECTION

www.IFCPP.org

Protecting Our Nations’ Treasures
Practical Nuts & Bolts
Security Strategies for the Day-to-Day Protection of Small Museums

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Our Most Likely Threats

- Fire
- Internal Theft
- External Theft
- Unruly/Aggressive Patrons
Daily Operations

SOMEone needs to be in charge of Fire Protection
SOMEone needs to be in charge of Security
Fire Protection

Detailed, Consistent Closing Inspection
Unplugging Heaters, Small Appliances
Testing/Cleaning Detection Devices
Testing Audible/Monitoring Systems
Removal of Trash, Clutter
Proper Storage of Flammables
Fire Extinguisher Training
Protecting Your Home

Would you let ANYone into your home, alone with your children, without supervision?
The Museum is like your home. You spent most of your waking hours there.
The value of your collections and the safety of staff, visitors and others are a primary concern.
The Law

There is no law, per se, requiring the conduct of a background investigation.

There is, however, significant civil litigation (precedent) establishing a duty to conduct what the courts consider

“A Reasonable Inquiry into an Applicant’s Background and Character
What is considered *reasonable*??

If you’re hiring someone to provide around-the-clock care for your children, you can’t be too careful.

If you’re hiring someone to mow the lawn, your scrutiny might be somewhat reduced.

For the protection of valuable collections, supervision of minor children and “at risk” adults...how careful do YOU want to be???
Negligent Hiring

- Persons with criminal convictions**
- Persons with known substance problems
- Persons known to be abusive
- Persons known to commit violent acts
- Persons known to violate the rights of others
Reasonable Inquiries

Completed Application* - verification
Personal Interview*
Criminal History*
Prior Employment Verification*
Reference Check*
Driver’s Record Check*

* = should be mandatory
Protection Tools

All Staff and Volunteers
Telephones
Video Surveillance
Intrusion Detection System
Panic/Duress System
Regular/Irregular Patrols
Application of Resources

The Protection Plan
Incident Command
Daily System Testing
Patrolling
Key Control
Emergency Response Coordination
The Protection Plan

Opening/Closing Procedures
Staff Awareness Briefing
Emergency Operations/Training
Evacuation Plan/Training
Conflict Resolution/Training
Documentation/Distribution
Emergency Response
Staff Awareness

• Distribution of Incident Report Summaries
• Weekly Briefings
• Discussion immediately following incidents
• Briefings from local community service officer
• Consistent reminders about entry greetings
Conflict Resolution

- Safe Approach
- Notify Supervisor
- Determine Level of Aggression
- Request Compliance
- Remain at Safe Distance
- Move Visitors to Safety if Necessary
Emergency Response Coordination

Establish Agency Contacts
Conduct Familiarization Tours
Encourage Regular Visits
Include Agencies in Training Exercises
Coordinate Response Conditions
Incident Command

Who’s in Charge?
Emergency Operations Center
Call-out Lists/Telephone Tree
Contractor of Choice List
Agency Contact List
Institutional Agreements
Physical Security

All Perimeter/Exterior Access Points
Controlled Public Access
Locks, Lighting, Barriers, Video Surveillance, Alarms
Personnel Presence
Regular/Irregular Patrols
Layered Security
Daily System Testing

Smoke/Heat Detectors
Intrusion Detection Devices
Audible/Monitoring System
Panic/Duress Devices
Auxiliary Detection Devices
Patrolling

Objective to Remove Threats
Any Representative
Detailed Observation
Eye Contact/Greeting
Professional Appearance
Key Control

- Documented Issue/Retrieval
- Annual Inventory
- Secure Storage
- Restricted Perimeter Access
- Restricted Collections Access
- Required Turn-in at Termination
Policies/Procedures

- Substance Abuse
- Theft
- Workplace Violence
- Visitors
- After Hours Access
- Entry Screening
- Termination of Employment
- Package Inspection
- Weapons
- Visitor Rules of Conduct
- Staff Rules of Conduct
- Use of Force
- Sexual Harassment
- Active Shooter
Theft Policy

- What procedures are in place?
- How do you, personally prevent theft?
- How do you report a theft or suspected theft?
- Under what circumstances are police notified? Other notifications?
Notifications

- Curator/Collections Manager
- Local Police
- FBI Art Crimes Team
- Art Loss Register
- Other Institutions
Securing the Collection

Collection Storage
Exhibits
Collections in Transit
Inventories
Exit Screening
Prevention

The most effective means of prevention are:

✓ Entry/Exit Screening
✓ Strict Key Control
✓ Consistent Patrols
✓ Specific Exhibit Alarms (especially when they are tied to video surveillance)
Entry Screening

Staffing Considerations
Daily Visitor Traffic
Type of Inspection
Configuration of Entries
Number of Entries
Handling Restricted Items
Staff Training
Resources

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* Safeguarding Cultural Properties *

*Suggested Guidelines in Museum Security*