



South Carolina DMV (SCDMV)

Field Office Security Vulnerability Assessments



September 1, 2009

Aiken- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | YES | There should be a uniform access method for all offices. Standardize all offices. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No recommendation. |

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| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install a two-step entry system. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install motion sensor in ceiling. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | YES | There is lighting and the views are unobstructed. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored and reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install Key fob and key pad panel for this office. |

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| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | System is shared with a fax. Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lose notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | All Windows are not covered by motion sensors. Install motion sensors in locations to cover all windows. |
| 1.15 | In this office there is a designated secure storage room. | NO | Safe is currently in the manager's office. Move safe to the interior storage room located behind service counter. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | If the safe stays in the current location, the door to the office should be replaced with a metal door. |

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| 1.17 | Secure storage room provides no windows. | YES | There is no window in the current location, suggest moving the safe. See 1.15 |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | Safe is located in manager's office. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe should be review to determine if there is ample storage for the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | NO | Move the safe to a secure room. See 1.15 |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to countertop. |

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| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

Anderson- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | YES | Install self closing and locking devices on the exterior common doors. Install a two-step access method. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No recommendation. |

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| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install two-step entry method. The access control panel should be relocated closer to the employee entrance. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | NO | There is adequate night light. The shrubbery should be trimmed back from all windows. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install Key fob and PIN panel for this office. |

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| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | System is shared with a fax. Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lose notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | In the proposed plan there should be a motion detector in the dealer room. |
| 1.15 | In this office there is a designated secure storage room. | YES | Future plans call for the safe to be located in a secure storage room off dealer room. |
| 1.16 | Secure storage room door is lockable and reinforced. | Unknown | Install a metal door on the future secure room. |

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| 1.17 | Secure storage room provides no windows. | YES | There is a window in the office next to where the safe will be is located. Secure window or provide a motion detector. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | Safe is located in separate room in an internal office. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe might not allow for the storage of the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | See 1.15 |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to counter. |

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| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Card printers sit atop counters close to public access. If the printers cannot be moved then a cover should be placed over the output card hopper. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

Bamberg- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | There should be a uniform access method for all offices. Standardize all offices. Public restrooms access is through the DMV work area. Possible restroom entrance through back door and doors installed to limit access to work areas. Recommend law enforcement nightly drive by. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | NO | Windows are not secure; install motion sensors to cover all windows. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | NO | Windows are not secure; install motion sensors to cover all windows. |

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| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Need two-step entry. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | NO | Shrubbery needs trimming and additional night lights should be added to cover perimeter. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lose notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | There should be a motion sensor at the back door, employee entrance. |
| 1.15 | In this office there is a designated secure storage room. | NO | Safe is currently in the manager's office. Space is available in the storage room for a secure storage room. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | See 1.15 |

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| 1.17 | Secure storage room provides no windows. | NO | See 1.15 |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe should be review to determine if there is ample storage for the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | NO | Build a secure storage room in the storage room. |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to countertop. |

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| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

Belton- Site survey

Future site not completed

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | Current site is located in two rooms in basement of Town Hall building. It is possibly the most secure location of any SCDMV office and for sure the most cramped for space. A floor layout needs to be created for the new location. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | |

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| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | |
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Not installed at this location. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | YES | |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | YES | |
| 1.8 | Field office has an active, centrally monitored security system in place. | NO | Not installed at this location. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | Not installed at this location. |

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| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Not installed at this location. |
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Not installed at this location. |
| 1.12 | Access control system alarm triggered if phone line cut. | NO | Not installed at this location. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | NO | Not installed at this location. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | Not installed at this location. |
| 1.15 | In this office there is a designated secure storage room. | NO | There is no available room in this location. |

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| 1.16 | Secure storage room door is lockable and reinforced. | NO | |
| 1.17 | Secure storage room provides no windows. | NO | |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | |
| 1.19 | Office has a safe for secure component storage. | NO | Safe is located in work / storage area. Only space available in the current location. |
| 1.20 | Safe is in good operation and working order. | YES | Safe should be of adequate size due to small volume of supplies. Manager should make this determination. |
| 1.21 | Safe is located within secure storage room. | NO | |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |

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| 1.23 | Camera towers are securely fastened to counters | NO | |
| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Card printers sit atop counters close to public access. If the printers cannot be moved then a cover should be placed over the output card hopper. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

Charleston-Leeds Ave- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | YES | There should be a uniform access method for all offices. Standardize all offices. Recommend nightly law enforcement patrols to control loitering. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No Recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No Recommendation. |

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|------|---|-----|---|
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Need two-step entry installed at this location. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install a motion sensor in the ceiling. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | YES | Due to the close proximity of a correctional facility and heavy night time traffic, I recommend nightly law enforcement patrols to control loitering. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|--|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lose notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | Install motion sensors to provide coverage for all outside windows. |
| 1.15 | In this office there is a designated secure storage room. | YES | No Recommendation. |
| 1.16 | Secure storage room door is lockable and reinforced. | YES | Install a dead bolt lock on this door. |

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| 1.17 | Secure storage room provides no windows. | YES | No Recommendation. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | No Recommendation. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe should be review to determine if there is ample storage for the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | No Recommendation. |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to countertop. |

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|------|---|-----|--|
| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

Charleston-Lockwood Blvd- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|------|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No Recommendation. |
| o1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No Recommendation. |

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|------|---|-----|--|
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install a two-step entry process. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | YES | No Recommendation. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|--|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lose notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | YES | No Recommendation. |
| 1.15 | In this office there is a designated secure storage room. | NO | Safe is located in employee work room. Build a secure storage room. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | See 1.15 |

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|------|---|-----|--|
| 1.17 | Secure storage room provides no windows. | NO | See 1.15 |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | No Recommendation. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe should be review to determine if there is ample storage for the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | NO | See 1.15 |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to countertop. |

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|------|---|-----|--|
| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | YES | Card printers are located under the counters away from the public. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

Columbia Shop Road- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No Recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No Recommendation. |

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|------|---|-----|--|
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install two-step entry at this location. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | YES | No Recommendation. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|--|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lose notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | YES | Install motion detectors to cover all doors and hall ways. |
| 1.15 | In this office there is a designated secure storage room. | YES | No Recommendation. |
| 1.16 | Secure storage room door is lockable and reinforced. | YES | Install a dead bolt lock on this door. |

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|------|---|-----|--|
| 1.17 | Secure storage room provides no windows. | YES | No Recommendation. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | Safe is located in secure storage room. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe should be review to determine if there is ample storage for the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | No Recommendation. |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to counter. |

| | | | |
|------|---|-----|--|
| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

Fort Mill- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|--|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No Recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | Unknown | Interior wall in rest rooms, janitor closet and testing area should be tested for strength. Install motion detectors to cover these areas. |

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|------|---|-----|--|
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install two-step entry at this location. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Access is possible to the ceiling through the storage room and other rooms at the back of the building. Install a motion sensor in the ceiling. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | YES | NO Recommendation. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|--|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | Yes | Alarm is triggered, a data lose notification is sent to Blue Ridge. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | Storage room, two rear doors and assistant manager's office are uncovered. Install additional motion sensors. |
| 1.15 | In this office there is a designated secure storage room. | NO | The safe is located in the Assistant manager's office. Move the safe to the Data room. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | Install a metal door on the asst. manager's office. |

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| 1.17 | Secure storage room provides no windows. | NO | The is an interior window. It is covered by a Motion sensor. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | Install ceiling motion sensor. |
| 1.19 | Office has a safe for secure component storage. | YES | The actual size of the safe might not allow for the storage of the new numbered cards. Office manager needs to make this determination. |
| 1.20 | Safe is in good operation and working order. | YES | No Recommendation. |
| 1.21 | Safe is located within secure storage room. | NO | See 1.15 |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to counter. |

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| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

Greenville-Saluda Dam Rd.- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|--|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | There should be a uniform access method for all offices. Standardize all offices. Recommend local law enforcement nightly patrols for this location. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No Recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | NO | Windows have separate metal panels beneath them that could provide easy access to the facility. Re-enforce this panel or cover all windows with motion detectors. |

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| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install two-step entry at this location. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | NO | There is no night lighting and the building does need the shrubbery trimmed back from all windows. Install outdoor night lights and trim shrubbery away from all windows. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|--|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lose notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | Employee entrance is not covered by a motion detector. Install motion sensor at this door. |
| 1.15 | In this office there is a designated secure storage room. | YES | The safe is located in a separate room in an internal office and this room has a motion detector. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | Install a metal door on the secure room. Current door is wood with a wood panel above the door and could be easily opened. |

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|------|---|-----|---|
| 1.17 | Secure storage room provides no windows. | YES | There is a window in the office where the safe closed is located. Secure window panel or install a motion detector. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | Safe is located in separate room in an internal office. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe might not allow for the storage of the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | See 1.16 |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to counter. |

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| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

Greenville-University Ridge- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | YES | There should be a uniform access method for all offices. Standardize all offices. DMV space is in a shared office building. Other tenants include public agencies and private companies. Building landlord secures the building at 7:00 PM |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No Recommendation. |

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|------|---|-----|---|
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install two-step entry at this location. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | NO | DMV entry point is from common area within the office complex. Check with building manager to schedule shrubbery trimming from in front of DMV windows. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours but only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|---|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data loss notification is sent to Blue Ridge at next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | YES | No Recommendation. |
| 1.15 | In this office there is a designated secure storage room. | YES | The safe is located in a corner storage room. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | A metal door on the secure room should be installed. Current door is wooden and could be easily opened. |

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|------|---|-----|---|
| 1.17 | Secure storage room provides no windows. | NO | Safe room has a window and the room is covered by a motion detector. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | Safe is located in secure corner room. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe might not allow for the storage of the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | See 1.16 |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to counter. |

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|------|---|-----|--|
| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

Greer- Site Survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | There should be a uniform access method for all offices. Standardize all offices. Recommend nightly local law enforcement patrols. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No Recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | v |

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|------|---|-----|---|
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install two-step entry at this location. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | NO | There is a parking lot night light. Shrubbery should be trimmed away from windows. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. Manager reported that one time the alarm has gone off but the police was not notified. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|--|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | yes | Alarm is triggered, a data lose notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | Employee entrance is not covered by a motion detector. Install a motion sensor for this door. |
| 1.15 | In this office there is a designated secure storage room. | YES | The secure room is located off hall way. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | Install a metal door on the secure room. Current door is wood and could be easily opened. |

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|------|---|-----|---|
| 1.17 | Secure storage room provides no windows. | YES | |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | Safe is located in separate room off hallway. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe might not allow for the storage of the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | See 1.16 |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to counter. |

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| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

IRMO-Ballentine- Site Survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|--|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | YES | There should be a uniform access method for all offices. Standardize all offices. Recommend nightly local law enforcement patrols.. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No Recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No Recommendation. |

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|------|---|-----|--|
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install two-step entry. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | YES | There is lighting and views are unobstructed. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours,only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|--|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lose notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | Rear windows are not covered by motion sensors. Install motion sensors to provide more coverage at rear of building. Check motion sensor at camera backdrop wall. Is its coverage adequate or is it blocked by the walls. |
| 1.15 | In this office there is a designated secure storage room. | YES | |
| 1.16 | Secure storage room door is lockable and reinforced. | YES | |

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|------|---|-----|--|
| 1.17 | Secure storage room provides no windows. | YES | Office that storage room is located is covered by a motion sensor. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe should be review to determine if there is ample storage for the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to countertop. |

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|------|---|-----|--|
| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | |

Lexington-Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|--|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | NO | Exterior doors are metal but the windows have a panel under the glass which can be penetrated. Reinforce window panels in the safe office. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | NO | Door to safe room can easily be forced opened and the hinges are on the outside. Install a metal door. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | NO | Office outside the safe closet has a separate panel under the glass that should be reinforced or a motion detector should be installed in the office adjacent to the safe. Reinforce glass panel or install motion detector. |

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| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install two-step entry. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Access is possible to the ceiling through the storage room. Install ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | NO | Shrubby needs to be trimmed away from all windows. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|--|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lose notification is sent to Blue Ridge. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | Storage room and managers office are uncovered. Install a motion detector in the storage room at employee entrance. |
| 1.15 | In this office there is a designated secure storage room. | YES | No Recommendation. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | Install a metal door on the safe room. |

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|------|---|-----|---|
| 1.17 | Secure storage room provides no windows. | YES | No Recommendation. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | YES | No Recommendation. |
| 1.19 | Office has a safe for secure component storage. | YES | No Recommendation. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe might not allow for the storage of the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | No Recommendation. |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to counter. |

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|------|---|-----|--|
| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | No Recommendation. |

McCormick- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | There should be a uniform access method for all offices. Standardize all offices. Recommend nightly local law enforcement patrols. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | NO | Poor quality exterior doors should be replaced with metal doors. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | NO | Reinforce all windows or provide motion sensor coverage. |

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|------|---|-----|--|
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install two-step entry. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | NO | Check lighting at night to make sure the building is covered. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|--|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lose notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | Install a motion detector at the employee entrance storage room and exit door by ex-Hwy. Patrol office. |
| 1.15 | In this office there is a designated secure storage room. | NO | Safe is currently in the manager's office. Build a secure storage room in the storage room. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | See 1.15 |

| | | | |
|------|---|-----|---|
| 1.17 | Secure storage room provides no windows. | NO | See 1.15 |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | Safe is located in manager's office with a window. This room has a motion sensor. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe should be ample for the storage of the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | NO | See 1.15 |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | No Recommendation. |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to counter. |

| | | | |
|------|---|-----|--|
| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | No Recommendation. |

North Myrtle Beach- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | A new floor layout needs to be drawn for this office. The office has moved space in the County Complex. DMV space is shared with Probate Courts, Auditor office and Library. County controls locking of all entry doors to the building. There should be a uniform access method for all offices. Standardize all offices. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No Recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No Recommendation. |

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|------|---|-----|---|
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Entry is off a common hallway via badge reader with key fob security panel on the inside wall. Install two-step entry. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install a ceiling motion detector. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | YES | There is a parking lot night light and the building does have manicured landscaping. No Recommendation. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. Manager reported that one time the alarm has gone off but the police was not notified. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | No | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | YES | Install a two-step process for this office. Custodians deactivate the alarms at 5:00 AM and do not turn them back on. New SCDMV security policy should cover this. |

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| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lost notification is sent to Blue Ridge. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | YES | Motion detectors at both external doors. No Recommendation. |
| 1.15 | In this office there is a designated secure storage room. | YES | The safe is located in a closet off the entry hall way. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | Install a metal door on the secure room. Current door is wood and could be easily opened. |

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|------|---|-----|---|
| 1.17 | Secure storage room provides no windows. | YES | No Recommendation. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | Safe is located in separate room off hall way. No Recommendation. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe might not allow for the storage of the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | See 1.15 |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to counters. |

| | | | |
|------|---|-----|--|
| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | No Recommendation. |

Orangeburg- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | YES | There should be a uniform access method for all offices. Standardize all offices. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No Recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No Recommendation. |

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| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install a two-step entry. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install a ceiling motion detector. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | NO | Bushes need trimming around all DMV windows. There is night lighting. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | No | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lost notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | There should be a motion sensor at the back door, employee entrance. |
| 1.15 | In this office there is a designated secure storage room. | YES | In the manager's office. Current door to this room has a vent panel on lower half. Recommend replacing the door for this room with a metal door. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | Door to this room should be replaced with a metal door in a metal frame. |

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| 1.17 | Secure storage room provides no windows. | YES | No Recommendation. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | No Recommendation. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe should be review to determine if there is ample storage for the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | No Recommendation. |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to countertop. |

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| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | No Recommendation. |

Rock Hill-Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | YES | There should be a uniform access method for all offices. Standardize all offices. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No Recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No Recommendation. |

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| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install a two-step entry. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Access is possible to the ceiling through any room, including shared restrooms with highway patrol. Install a ceiling motion detector. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | YES | There is a parking lot night light and the building does not have close landscaping. No Recommendation. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data lost notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|---|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lost notification is sent to Blue Ridge. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | Office windows and storage room are not covered by a motion detector. Install additional motion detectors to cover offices and breakroom. |
| 1.15 | In this office there is a designated secure storage room. | YES | The safe is located in the Assistant manager's office storage room. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | Install a metal door on the secure room. |

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|------|---|-----|---|
| 1.17 | Secure storage room provides no windows. | YES | No Recommendation. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | No Recommendation. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe might not allow for the storage of the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | No Recommendation. |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to counter. |

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| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | No Recommendation. |

St. Matthews- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|------|--|-----------|--|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | There should be a uniform access method for all offices. Standardize all offices. Public restroom behind DMV service counter needs to be address. Recommend law enforcement nightly patrols. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | NO | Replace all exterior doors with metal doors. It is possible to trigger the employee entrance motion sensor from outside the building. This door has a single pane of glass. |
| o1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | NO | Windows are house type; Recommend coverage for each one by a motion sensor. |

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| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install a two-step entry. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install a ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | NO | Install perimeter lighting. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. Hwy. Patrol door should have a key pad and lock to enter. |

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| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lost notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | There should be an intrusion detection device installed on the windows in the Hwy. Patrol area. |
| 1.15 | In this office there is a designated secure storage room. | YES | No Recommendation. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | Replace this door with a metal door in a metal frame. |

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|------|---|-----|--|
| 1.17 | Secure storage room provides no windows. | YES | No Recommendation. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | No Recommendation. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe should be review to determine if there is ample storage for the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | Located in a closet off employee entrance. Door needs to be metal. |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to countertop. |

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| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | No Recommendation. |

Union- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|---|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | NO | <p>There should be a uniform access method for all offices. Standardize all offices.</p> <p>Recommend law enforcement nightly drive by. Public restrooms accessible only after going through DMV work area.</p> <p>Exterior doors to shared area are not locked at night. Door to Hwy Patrol area should be controlled access entry since it leads into DMV work space.</p> |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | NO | Recommend replacing a exterior doors with secure metal doors. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |

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| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No Recommendation. |
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install a two-step entry. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install a ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | NO | No working night lighting and entry points are out of view. Add motion sensors to all windows. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours, only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |

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| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lost notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | Install a motion sensor at the back door, employee entrance. |
| 1.15 | In this office there is a designated secure storage room. | NO | Safe is in the storage room. Close off part of the storage room to make a secure area. Storage room door should be kept locked until public restroom issue is resolved. |

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| 1.16 | Secure storage room door is lockable and reinforced. | NO | See 1.15 |
| 1.17 | Secure storage room provides no windows. | NO | See 1.15 |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | No Recommendation. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe should be review to determine if there is ample storage for the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | NO | Build secure storage room and relocate safe. |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |

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|------|---|-----|--|
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to countertop. |
| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | No Recommendation. |

Winnsboro- Site survey

SCDMV Facilities – Physical Locations – Field Offices

| # | Physical Requirement | Compliant | FINDINGS / RECOMMENDATION |
|-----|--|-----------|--|
| 1.1 | There exists 24/7 security personnel or access control monitoring through multiple methods. Security measures should include secured doors on site with limited access, door monitors, and intrusion detection equipment. Exterior doors should remain locked, with only employees with appropriate security clearance having keys and combinations. Others needing entry should be monitored. | YES | There should be a uniform access method for all offices. Standardize all offices. Recommend law enforcement nightly drive by. |
| 1.2 | Field offices doors and windows are in good repair/operate and secure firmly. | YES | No Recommendation. |
| 1.3 | Repaired/reworked doors provide similar protection to unaltered door. | YES | No Recommendation. |
| 1.4 | Perimeter walls/windows are solid and provide adequate resistance and separation. | YES | No Recommendation. |

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|------|---|-----|--|
| 1.5 | Employee entry doors have HID panel and PIN pad | NO | Install a two-step entry. |
| 1.6 | Facility has an identifiable and structural division and prohibits ceiling or other irregular access. | NO | Once inside of the DMV area the ceiling space is open to all areas. Install a ceiling motion sensor. |
| 1.7 | Perimeter of building provides unobstructed viewing of entry points. Entry points are illuminated at night. | NO | Install outdoor lighting. |
| 1.8 | Field office has an active, centrally monitored security system in place. | YES | System is monitored after hours,only reports a data loss notification if the phone line is cut. |
| 1.9 | Alarm/Entry System is consistent with other field offices, and is centrally managed. | NO | There should be a uniform access method for all offices. Standardize all offices. |
| 1.10 | Access system provides Possession & Knowledge challenge or two-step process for non-operating hours entry. | NO | Install a two-step process for this office. |

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|------|--|-----|--|
| 1.11 | Access control system operates on a wireless or dedicated phone line. | NO | Install a dedicated line for the access control system. |
| 1.12 | Access control system alarm triggered if phone line cut. | YES | Alarm is triggered, a data lost notification is sent to Blue Ridge at the next polling cycle. |
| 1.13 | Access control system alarm activated if motion detector or sirens disabled. | YES | Yes, but it is possible that Blue Ridge would not be notified in a reasonable time frame if the phone line is inoperative. |
| 1.14 | Motion detector coverage of all windowed entry and doors in field offices. | NO | Install a motion sensor at the back door, employee entrance. |
| 1.15 | In this office there is a designated secure storage room. | YES | No Recommendation. |
| 1.16 | Secure storage room door is lockable and reinforced. | NO | Door should be replaced with a metal door. |

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|------|---|-----|--|
| 1.17 | Secure storage room provides no windows. | YES | No Recommendation. |
| 1.18 | Secure storage room provides limited access via ceiling and floor. | NO | See 1.6 |
| 1.19 | Office has a safe for secure component storage. | YES | No Recommendation. |
| 1.20 | Safe is in good operation and working order. | YES | The actual size of the safe should be review to determine if there is ample storage for the new numbered cards. Office manager needs to make this determination. |
| 1.21 | Safe is located within secure storage room. | YES | No Recommendation. |
| 1.22 | Field office provides video capture, monitoring or surveillance (TBD) | NO | |
| 1.23 | Camera towers are securely fastened to counters | NO | Secure cameras to countertop. |

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|------|---|-----|--|
| 1.24 | Card production equipment is located away from public areas and beyond public contact or reach. | NO | Position printer output hopper away from the public or relocate printer. |
| 1.25 | DLIPC queuing screens are positioned to minimize public visibility. | YES | No Recommendation. |