

EXECUTIVE INTERVIEW QUESTIONS

History of Incidents, Threats, Disturbing or Unusual Correspondence

1. Have you personally received many irate calls, e-mails, letters, etc., (customers, employees, investors, etc.) ? Do you screen or answer your own calls and emails? If so, please state the nature of this communication.
2. What is the source and nature of the complaints? Any internal complaints from employees?
3. Have you received any training on how to handle an irate or unusual call, etc.? If not, how have you handled these types of calls?
4. If no training, how do you handle these kinds of calls, e-mails, or other correspondence?

Executive Protection

5. Do you receive any type of security close protection? If so, under what condition?
6. If protection is provided, is it only during work-related hours or does it include personal time (overnight, weekends, holidays, vacations)?
7. What are your feelings and thoughts about the protection you are currently receiving? Any changes you recommend?

Public Profile

8. Do you notify anyone in Corporate Security if a public speaking engagement is scheduled?
9. Have you felt the need for close protection at any public events? Please explain.

Routines, Predictability

10. Do you have predictable routines or appointments?

Workouts in the morning

11. Do you frequent any specific restaurants, clubs, or other venues during the work week, or during your personal time?

Primary, Secondary, etc., Residences

12. What type of security, if any, do you have in place at your residences?
13. If you have security, are you familiar and comfortable with all aspects? Spouse?
Family members?
14. Do you employ domestic staff? If so, please explain. What type, if any, vetting processes were used prior to their hire. Do you employ any type of persistent screening of these individuals?

Family

15. Has your family received any type of disturbing communication? If so, please explain.
16. Are there any health issues with family members that require special attention and planning? If so, please describe.
17. Please describe routine(s) for any school-aged children (i.e., pick up and drop off; activities, day care, etc.)

Office

18. What, if any, concerns do you have about safety and security in your office building and the Executive area?
19. Is your office locked at night? Desk?
20. Do you typically arrive before or after your EA?
21. What kind of office access does the cleaning staff have to your office and area? Do you know if the cleaning staff is escorted by Security when in or around your office? Do you see Security staff in and around your office area?
22. If you leave late at night or arrive very early in the morning, do you feel comfortable in and around the building (including the parking lots)?
23. Do you participate in emergency evacuation drills and know your primary and secondary exits?
24. Do you have a panic button at your desk?

Mail, Package Security

25. Do you know what to do if you receive a letter, package that looks unusual, or if its contents look suspicious?

Ground Transportation/ Executive Driver(s)

26. Do you utilize a driving service or security drivers? If so, under what circumstances?

27. Do you feel comfortable with your outside car service companies or service?

28. Do you utilize car services when traveling internationally? Please describe.

Itinerary

29. Who has access to your daily calendar? Do you make your own appointments or does your EA? Please describe.

30. Are you comfortable with this arrangement? Please explain.

Travel Security

31. Do you make your own travel arrangements? Business and personal?

32. Who helps you with any needed security on trips?

33. If security is provided, do you have good contact with the security team throughout the trip?

34. Are you pleased with the level and quality of security you have received while traveling?

Miscellaneous

Do you have any other thoughts or concerns related to {Executive}'s security?