

Crime Prevention Tips

Below is a list of the questions you should ask yourself when evaluating your business' security. Take a minute and walk around your business and evaluate what you feel are strong points and potential weak points.

Front of Building:

- Are the street numbers visible from the road?
- Is the business clearly marked with the name and type of business?
- Is the public entrance open and inviting to the customers?
- Is the lobby/office visible from the street or parking area?
- Are the front windows free of posters and obstructions?
- Is the building well-lit?
- Are there displays outside or next to the door that would be an easy target of theft?
- Is an alarm system visible?
- Are security cameras visible?
- What type of doors and locks does the building have?
- Where is the checkout counter and cash register in relation to the door?

Side of Building:

- Is access restricted to employees only at side entrances?
- Is there adequate lighting?
- Is the parking lot clearly marked or restricted to employees only?
- Is there a "Bull Pen" or secured fenced area?
- What is stored in the "Bull Pen" that could be attractive to criminals?

Rear of Building:

- What type of entrance does the building have?
- Who is allowed to enter the building from the rear, and is access controlled?
- Is the street address on the rear of the building in case of an emergency?
- Are there any items accessible to assist criminals in their activities? (i.e. ladders, crowbars, stackable items, etc.)
- Where are the utility boxes and fuse panels?

Inside of Building:

- Where are public restrooms located?
- Do employees know the Police/Fire dispatch numbers, or are the numbers posted in a visible area?
- Is there a company policy describing what to do in the case of a robbery, theft or emergency?

- Who closes and locks the business?
- Do employees know how to use the alarm system properly?
- Is money secured at night or is it deposited at the end of the day?
- Is there roof access and is it secured?
- Do employees check identification for credit card purchases?
- Does the alarm company have nightly patrols of the building?
- Is asset insurance up-to-date?
- Are the make, model and serial numbers documented for all valuables?
- Are confidential files locked in cabinets or stored electronically with a password?
- Are the computer files properly backed up?