

CRIME PREVENTION CHECKLISTS

= Yes or satisfactory = No or unsatisfactory

Robbery Prevention

- Have clutter, obstructions and signs been removed from the windows so that an unobstructed view of the store counter and/or cash register exists?
- Is your business and parking lot lighted as brightly as local law allows?
- Do employees keep an eye on what is going on outside the store and are they directed to report any suspicious persons or activities to the police?
- Are emergency police and fire department numbers and the store's address posted by the phone?
- Do you have mirrors mounted on the ceiling or surveillance cameras to help employees keep an eye on hidden corners of the store and to act as a deterrent?
- Do you limit accessible cash to a small amount and keep only small bills in the cash register?
- Do you use a time access safe for larger bills and deposit them as they are received?
- Are signs that are easy to spot from the outside of the store posted that inform customers that you have a limited amount of cash on hand?
- Do you use only one register after dark and leave unused registers open with empty cash drawers tilted up for all to see?
- Are a minimum of 2 employees on hand at opening and closing?
- Are back doors kept locked at all times?
- Is the back door not opened after dark for any reason?
- Do you have policies, that are enforced, that prohibit unauthorized personnel from entering through back door, being behind counters or being in back working or storage area?

Burglary Prevention

- Are the exterior and interior of your business well lighted?
- Are shrubs and trees around the building trimmed and under control?
- Do you keep a minimum of cash on the premises and leave cash registers empty and open after hours?
- Do you move valuable merchandise and business equipment away from windows and doors after hours to prevent smash and grab thefts?
- Are windows and glass doors constructed of burglar-resistant glass or protected with transparent security film, security glazing or roll-down security panels?
- Have doors been reinforced with long screws or bolts in hinges, heavy-duty strike plates, pop-out proof hinges or hole/nail combination at top and bottom?
- Are there properly installed deadbolt locks on all exterior doors and locks on windows that can be opened?
- Is there a procedure to ensure that all doors and windows are locked when the building is closed.
Caution: Ensure all exit doors are unlocked and accessible when the building is in use.
- Are potential access routes such as ladders, stairways and fire escapes secured?
- Is there an established and enforced key control procedure that includes keeping records of who has been issued keys, getting keys back from individuals when they no longer have a need for them and provisions for re-keying or replacing locks when keys are not returned or are reported lost?
- Does your business have a burglar alarm system and are notices of the presence of an alarm system posted conspicuously?

The information in this document was obtained from sources we believe to be reliable, but the document does not address every acceptable or possible safety procedure or regulation applicable to your business. Abnormal or unusual situations may warrant development of different or additional procedures. Keep in mind that we cannot and do not in any way undertake to provide you with legal advice, any assurance of regulatory compliance, nor to assume your legal obligations to your employees or others. Those things remain your responsibilities.