

## GENERAL BUSINESS SECURITY

The goal of any business is to be successful. One of your biggest enemies to your success is crime. There are some things you can do to minimize your risks and exposure to crime. The following information and tips are from our observation and experience and are surely not all inclusive or crime prevention measures that may apply to your business. There are several in-depth sources on the internet that are able to provide you additional information.

### General Tips:

- Consider placing your check-out counter or place you make contact with the public near the front door. This also allows officers on patrol as well as the public to be able to see your employees and better secure their safety.
- Restricted access. Clearly mark areas the public are not to enter, such as storage rooms or offices.
- Visibility from exterior. For small business such as convenience stores it is important and maintain clear vision from the exterior. Avoid placing placards and advertisement where it blocks visibility to the interior of the store and cash register areas.
- Visibility from interior. Use interior shelving that allows visibility. Align shelves to provide the highest visibility possibility and/or use mirrors to compensate for blind spots.
- Lighting, both interior and exterior is critical with a lack of adequate lighting inviting an area for criminal activities as well employee and customer security.
- The use of video surveillance and recording devices is highly recommended and will aid in your store security as well as provide evidence to investigating officers should a crime occur. However, a word of caution before you run out and buy off the shelf equipment. It is critical that you have a professional with knowledge in this area install your equipment. The police dept. will be happy to provide recommendations as to camera placement if you ask.
  - o Cameras must be installed where they have a clear view of a customers face or area you wish to record.
  - o Cameras used in low light conditions must have low light capability. After hours store lighting would also be a consideration here.
  - o Train personnel how to use the recording equipment and assure it is being used on a regular basis. Recording equipment should be secured under lock and key and out of sight.
  - o Digital recording allows storage on your business computer. If you choose to use VHS tapes we recommend at least a week turn around time before reusing and replace tapes at least annually as they deteriorate with each use.
- Money deposits. Have employees make regular money drops into a secure safe that they do not have a key or combination to. Night depository drops outside the store should be done by two people traveling in separate vehicles so one watches from a distance and can call for help.
- Loitering. Avoid allowing excessive loitering in and around your business as this too often leads to an invitation for crime.