



## **ROBBERY PREVENTION AWARENESS FOR YOUR BUSINESS**

**Protect your business and employees from the possibility of robbery by implementing the following operational practices:**

### **What You Can Do:**

- ◆ **Keep your business interior, front and rear entrances well illuminated.**
- ◆ **Keep a clear view into the premises by reducing advertisement and merchandise in the windows.**
- ◆ **Keep rear and/or side doors locked at all times.**
- ◆ **Install surveillance equipment and ensure the equipment is in working order and activated.**
- ◆ **Consider installing a front entrance door alarm or buzzer which alerts employees when anyone enters the business.**
- ◆ **Do not discuss your business layout and daily routine operations with anyone (such as locations of keys, safe combination etc.)**
- ◆ **Do not keep large sums of cash in the cash register. Keep checks separate from cash.**
- ◆ **Beware of TILL TAPPING - a procedure used whereby one person distracts the cashier while an accomplice steals.**
- ◆ **Remember to activate your alarm system and train your employees to use the alarm system.**
- ◆ **When making bank deposits, do not go alone to the bank and vary the times and routing of bank trips.**
- ◆ **Communicate with your business neighbors. Set up a BUDDY SYSTEM whereby you and your business neighbor have a way to notify each other, (after calling 911 first), in case of a robbery or other type of emergency.**
- ◆ **CALL 911 immediately if you observe any suspicious people or activity.**
- ◆ **Call the C.A.P.S. office at (312) 744-1261 if you would like to set up a Security Survey Assessment of your business.**