

CRIME

PREVENTION

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Crime Prevention Business Watch



Springfield
POLICE

NEXT ISSUE ARTICLES

Burglary Prevention Tips

Is your business safe from burglary? The following information is designed to help you fight burglary through a risk management approach. Risk management may be defined as identifying areas of criminal vulnerability, analyzing the resulting potential profit loss and implementing appropriate security measures at a reasonable cost to your business. For your business burglary prevention program to be effective, active participation, interest and concern is needed.

Key Control

Consider who has access to keys and where they are located at. Keep a record of who has keys issued. Master keys and extra duplicates should be locked away for safekeeping. Have all keys stamped "Do Not Duplicate."

Alarm Systems

Consideration should be given to an alarm system. Research alarm companies and the types of alarms that fit your needs and your budget. If utilizing an alarm system, make sure to have clearly visible signage stating the premises is protected by an alarm system. Familiarize your employees with your security systems and procedures. Ensure employees know the access code and are familiar with the security questions. Efficient, alert, well-informed and understanding employees are necessary to help you protect your business.

Change access codes and security questions after a change in employees. Test alarm systems regularly to ensure they are working.

Lighting

Assure that all entry points to the building are properly illuminated. Leave enough interior lighting to detect movement and make sure blinds or curtains do not prevent detection of activity from outside. Make sure that all of the existing lighting is in good working order. When certain types of lighting are nearing the end of their projected life span, they may still be giving off light but only a fraction of what they should be producing.

Building

Check for signs of structural weakness. Make sure that you have heavy, updated locks and that they are in good working condition. Rear doors should be of heavy solid construction preferably with no windows. One of the best security measures for a rear or side non-public door is a bar placed in u-brackets securing the door to the door frame. This is very cost effective and makes it almost impossible to pry the door open. If the doors are glass paneled, avoid having large portions of the glass covered by posters or advertising materials as it can prohibit witnesses and/or investigators from being able to identify potential suspects.

NO TRESPASSING

VIOLATORS WILL BE PROSECUTED

Trespassing

Are you familiar with letters of enforcement and what they mean for your business? What they are and how to get one on file?



Robbery Prevention

Knowing the difference between robbery, burglary, and stealing can mean a big difference in response time when you call 911. Know the difference and how to take preventative measures.

Burglary Prevention Tips Cont.

Locks

Make sure that all doors, windows and skylights are secured with the best possible locks. No lock is burglar proof, but the harder it is to gain entry, the longer it will take - which increases the chances of getting caught. Considering these factors, the potential intruder will probably leave in an attempt to find another property which is not as secure and where the risks are not as great.

Windows

Assure that all windows can be secured in such a way that they cannot be defeated easily from outside. Make sure that all of the windows are checked prior to securing the business for the day. Burglars will look for windows left unsecured. Make sure that windows are not blocked by merchandise or advertising materials/posters, which would not allow someone to see inside. Having large portions of the glass covered can also prohibit witnesses and/or investigators from being able to identify potential suspects. Make sure

that valuable merchandise is not left near the windows; move it to the center of the business.

Safes

Do not leave large amounts of money in the safe overnight. Consider signage which states that no cash is left on the premises overnight. Safes should be secured to the floor and not be visible from the outside.

Roof Access

Make sure that any access to the business from the roof, such as a roof hatch and ventilation systems, are secured from the inside. Ensure there is not easy access to the room from the exterior of the building. Ladders and stackable items should be placed in appropriate secured storage areas to prevent a crime of opportunity.



All businesses suffer from some form of internal theft. It is estimated that 75-80% of all theft that occurs in a business is employee theft. The remainder of the loss comes from shoplifting. This statistic shows that a higher concentration of prevention should go towards internal theft.

Internal Theft Prevention

Methods of Internal Theft

There are several different ways to commit the crime of internal theft. Below is only a short list of examples of different methods. Employees may hide merchandise or goods either on their person or in a handbag, lunch box, backpack or briefcase and take it out of the business during a break in their shift or at the end of the shift. Employees may remove equipment or merchandise from the building in the trash and retrieve it later. Employees may give employee discounts to friends or family members. The employee may overcharge customers and pocket the extra money. Checks may be issued and cashed for returned merchandise not actually returned.

Prevention Strategies

A business should put together policies and procedures to lower the possibility of internal theft. Policies/procedures should cover:

- Employee purchases
- Employee storage areas (lockers)
- Trash removal (clear bags)
- Perform random checks of employees and employee areas
- Outside auditors to review audits
- Frequent Inventory of supplies, equipment and merchandise
- Audits of checks, vouchers and other forms
- Supervise loading and unloading of shipments
- Require all customers to have a receipt
- Limit cash amounts kept in registers and make unannounced counts on registers
- All prospective employees should have a criminal and prior-employment background check
- Audit petty cash purchases daily

