

BUSINESS CRIME PREVENTION - Robbery & Burglary

ROBBERY PREVENTION

Here are some tips to discourage armed robbers and to minimize the chances of violence.

- Greet every person who enters the business in a friendly manner. Personal contact can discourage a would-be criminal. Keep an eye out for people wearing inappropriate clothing for the weather, such as heavy coats and hats during warm weather.
- Keep the windows clear of displays or signs and make sure your business has adequate lighting. Try to ensure clear sightlines throughout the business.
- Register your alarm and camera system at www.cityoffrederick.com and only provide information on the alarm and camera system to employees who absolutely need to know. Change passwords each time an employee is terminated.
- When possible place cash registers in the front of the business. This increases the chances of someone seeing a robbery in progress.
- Keep only small amounts of cash in the register. Use a drop safe or other device to store excess money.
- Make bank deposits often and during business hours. Don't establish a pattern, take different routes at different times during the day.
- If you or your employees are confronted by a robber, cooperate. Merchandise and cash can always be replaced—people can't!

BURGLARY PREVENTION

- Make sure all outside entrances and inside security doors have deadbolt locks.
- All outside or security doors should be metal-lined and secured with metal security crossbars. Pin all exposed hinges to prevent removal.
- Windows should have secure locks and burglar-resistant glass. Consider installing metal grates on all your windows except display windows.
- Remove all expensive items from window displays at night and make sure you can see easily into your business after closing.
- Light the inside and outside of your business, especially around doors, windows, skylights, or other entry points. Consider installing covers over exterior lights and power sources to deter tampering.
- Check the parking lot for good lighting and unobstructed views.
- Keep your cash register in plain view from the outside of your business, so it can be monitored by police during the day or at night. Leave it open and empty after closing.
- Be sure your safe is fireproof and securely anchored. It should be kept in plain view. Leave it open when it's empty, use it to lock up valuables when you close. Remember to change the combination when an employee who has had access to it leaves your business.
- Consider installing an alarm and camera system.



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