

Robbery

Businesses are robbed ten times more often than individuals, but common sense can reduce the chance of becoming a victim as well as the amount of money lost if you're robbed. Take this quiz to assess your vulnerability to these crimes:

CASH: Do you	YES	NO
◆ keep only small amounts on hand and advertise this fact?	[]	[]
◆ make frequent bank deposits?	[]	[]
◆ have a drop safe or time delay safe?	[]	[]
◆ vary your deposit time and route?	[]	[]
◆ count cash only in a private area?	[]	[]

LIGHTS, LOCKS, ALARMS: Do you		
◆ have exterior and interior lighting that allows visibility into the store from the street?	[]	[]
◆ have an emergency alarm system that works?	[]	[]
◆ have a buddy system signal with a neighboring store in case suspicious persons enter?	[]	[]
◆ keep seldom used doors and windows locked at all times?	[]	[]
◆ use mirrors, cameras, or one way glass to observe all areas of the store?	[]	[]

EMPLOYEES: Is there		
◆ more than one person to open and close?	[]	[]
◆ careful screening before hiring?	[]	[]
◆ care taken to have employees notify police about loiterers who may be "casing" the store?	[]	[]
◆ training on how to handle a robbery situation and effectively report it to the police?	[]	[]

HAVE YOU		
◆ arranged your stock to allow clear visibility in the store?	[]	[]
◆ set up a signal for the police patrol officer in case of problems?	[]	[]
◆ arranged for a risk analysis security survey with the local police or sheriff's department?	[]	[]

Where you answered "NO" take corrective action now!

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If Confronted by a Robber...

- ◆ Stay as calm as possible. Try not to panic or show any signs of anger or confusion.
- ◆ Consider your well-being and that of your employees as the highest priority. Don't escalate the incident into a violent confrontation in which someone may be injured or killed.
- ◆ Make a conscious effort to get an accurate description of the robber(s): age, race, complexion, body build, height, weight, type and color of clothing.

Burglary

Burglary is a property crime that occurs when the business is closed. The burglar may enter through any opening (door, window, air conditioning duct, skylight) or even create one through an interior shared wall or an outside wall. Reduce your risk as much as possible. Burglary is a crime of opportunity that can be prevented.

Surveillance and Security are Critical

Lighting. Install bright interior and exterior lighting to make all openings visible from both the outside and the inside of the store.

Locks and Safes: Purchase high quality door locks and use them. Grills and storefront grates delay entry. Use an Underwriters Laboratory listed money safe, bolted to the floor and visible from the street.

Entry Control. Know who has a key and restrict access to the front door. Re-key the lock if a once-trusted employee is discharged for cause. Re-key locks annually if you have high turnover of employees. Consider an access control system rather than keys.

Intrusion Alert. Install a good quality alarm system to detect unauthorized entry. Check with your Better Business Bureau, Chamber of Commerce, law enforcement, and other businesses before you make this investment.

Windows. Consider burglary resistant glass in accessible areas. Unbreakable polycarbonate may work even better, particularly if you have high value items in window displays.

Environment. Keep areas around the store clean to aid visibility. Display your most valuable articles near the center of the store to force a burglar to take the longest possible escape route. Keep merchandise displays organized to allow maximum visibility throughout the store. Check closets and bathrooms before you lock up. You don't need an unwanted visitor staying inside your store after closing hours.

For further information contact:

**ORLANDO POLICE DEPARTMENT
Crime Prevention Division
100 South Hughey Avenue
Orlando, FL 32801
(407) 246-2461**

It's a

SNAP 

(SERIAL NUMBERS ARE PROOF)



furnished by the
PROPERTY SECTION

of the

**CRIMINAL
INVESTIGATIONS
DIVISION**

of the

**ORLANDO POLICE
DEPARTMENT**