



COMMERCIAL SECURITY

**BURGLARY
ROBBERY
SHOPLIFTING
EMPLOYEE THEFT**



*Your chain of security
is only as strong
as its weakest link.*

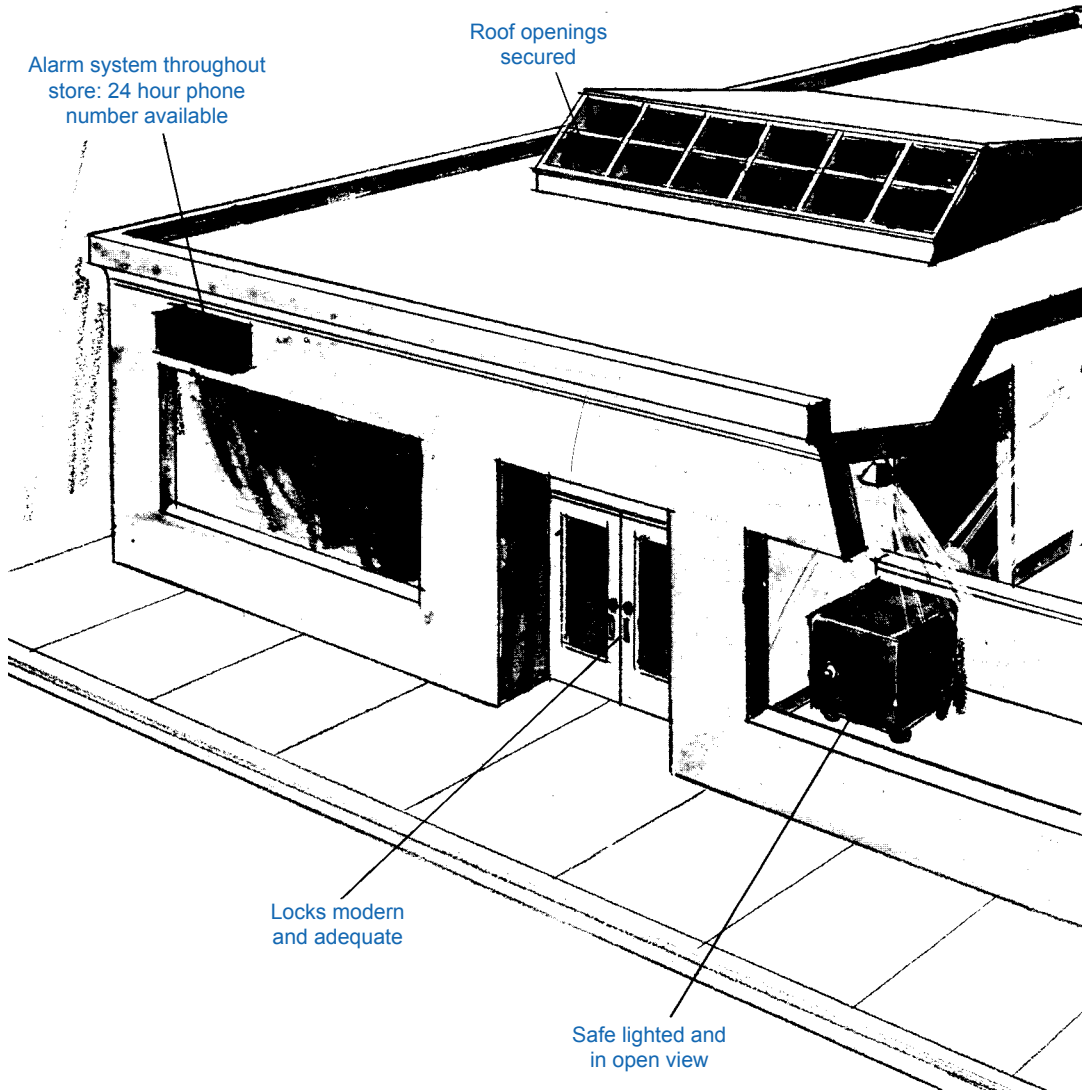
Crimes against business are
usually crimes of opportunity.

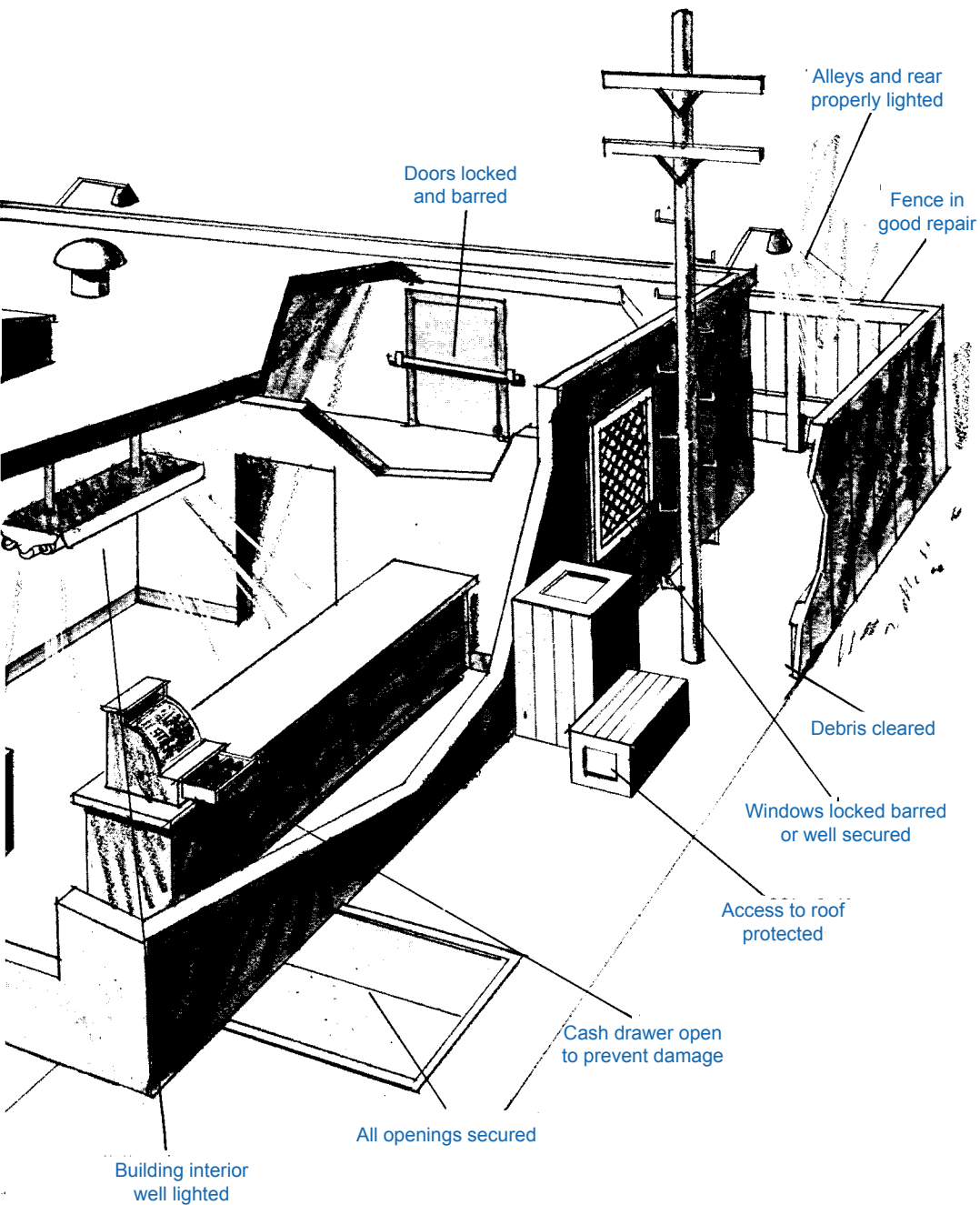
If you make it easy
for someone to steal from you,
chances are, someone will.

So don't make it easy.
Make it risky and unrewarding.

Here's how.

BURGLARY: THE "OPEN DOOR" POLICY





Alleys and rear properly lighted

Fence in good repair

Doors locked and barred

Debris cleared

Windows locked barred or well secured

Access to roof protected

Cash drawer open to prevent damage

All openings secured

Building interior well lighted

LOCK UP

- ☐ Install deadbolt locks on all outside doors...double cylinder deadbolts on door with glass panels. Or use other effective locking devices. Check all doors and windows routinely at closing.
- ☐ Make sure padlocks are solidly mounted and never left open...even on a open door.
- ☐ Check door and window frames for looseness or rotting. Repair them.
- ☐ Practice good key security. Sign out all keys and collect them when employees leave your company. To be safe, change locks and combinations.
- ☐ Never label keys with what they're for. Use a code, if necessary.
- ☐ If any doors are outswinging, use non-removable headpins, and install panel doors lined with metal to resist drilling.
- ☐ Reinforce rear and side doors with cross bars, and install grating or bars on rear and side windows.
- ☐ Don't neglect roof openings, air ducts, skylights, hatchways, doorway transoms, sidewalk and basement openings.
- ☐ And don't lock a burglar *inside* when you leave. Inspect all closets, bathrooms and other hiding places.

LIGHT UP

- ☐ Light up all entrances, including alleys, with vandal-proof fixtures.
- ☐ Leave some lights burning inside and over your safe-in full view of the street.

CLEAN UP

- ☐ Keep all weeds, shrubbery and debris away from windows and doors. And keep fences in good repair. Don't provide concealment or climbing platforms for the burglar.

DON'T FLASH THE CASH

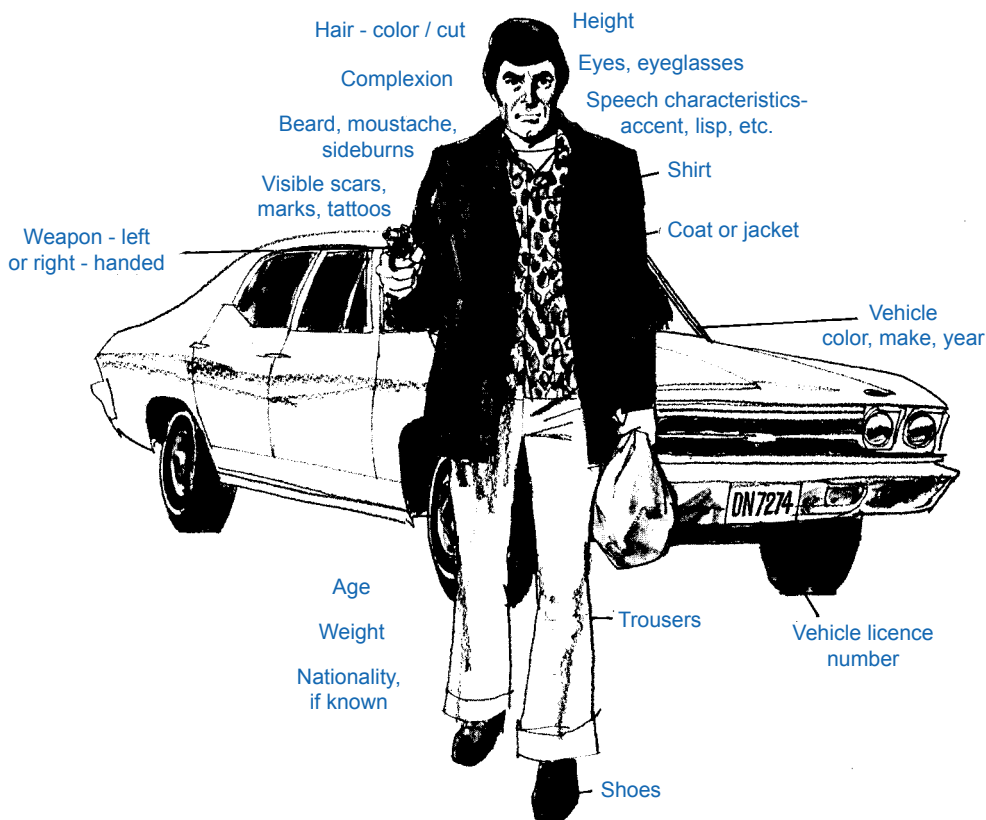
Vary your deposit procedure daily.

Deposits by armored car are best. Where you must rely on individuals, carry money inside coat and trouser pockets, never in handbags, moneybags, paper sacks or briefcases.

After a robbery, don't make the mistake of inviting another attack by revealing operating methods or large losses in the newspaper.

THANKS FOR THE MEMORY

Most robberies are over in less than one minute. Take note of everything you can...the robbers size, weight, build, dress, speech, abnormalities, method and direction of getaway.



Don't compare notes with other witnesses. It's easy to become confused.

SHOPLIFTING: THE UNDERCOVER GAME

Shoplifting accounts for losses ranging from 2% to as much as 15% of sales, nationally, in unprotected shops. And nearly all shoplifters look as “harmless” as anyone. The amateurs are sneaky; the pros are unbelievably sophisticated. How do you discourage them? Use these deterrents:

LOOK SHARP

- ☐ Use convex mirrors...TV scanners...uniformed security patrolmen.
- ☐ Make sure sales clerks are attentive and not easily distracted. Train personnel to be able to spot shoplifters.
- ☐ Greet each person who enters. Let him know you're aware of his presence.
- ☐ Keep a close watch on fitting rooms and other isolated areas.

MAKE ARRANGEMENTS

- ☐ Arrange counters and displays so merchandise is in full view of employees.
- ☐ Keep easily removable merchandise protected, locked in counter cases whenever possible.
- ☐ Keep expensive items away from entrances.

BE TOUGH

- ☐ Keep expensive items away from entrances.

- ☐ Avoid high displays near windows that could keep passersby from seeing in.
- ☐ Lock up ladders and all tools that could invite a break-in, or make a burglar's job easier.

SOUND OFF

- ☐ Install an alarm system and check it regularly for failure.
- ☐ Post conspicuously a notice that shows you have an alarm.

BE SAFE

- ☐ Keep cash to a minimum with frequent, irregular bank deposits.
- ☐ Don't expect a "fire safe" to do the job of a "burglar-resistant" safe.
- ☐ Anchor your safe to the floor in a well-lighted, highly visible location.
- ☐ Leave empty cash drawers open after hours to prevent damage.
- ☐ Keep an accurate inventory of all valuables.

BE CLEVER

- ☐ Tie appliance cords together...chain bicycles...alternate the direction of hangers on the rack...bolt racks down...lock small valuables in cabinets and showcases.
- ☐ Install burglar resistant glass.
- ☐ If you discover a break-in, call the police at once-the burglar might still be inside. Don't disturb evidence.
- ☐ Join Operation Identification.

ROBBERY: THE STICK-UP

The major difference between burglary and robbery is a frightening one...you're there. Nearly all robbers carry weapons, and they're likely to use them, if provoked. Don't take any chances.

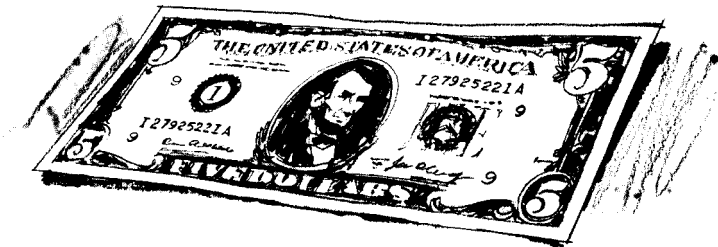
What else can you do? Take these precautions...

BE "SOCIAL"

Try not to work alone. If you must, leave a radio or TV playing in a back room.



Be visible. Arrange your counter so customers face the street, in full view of passerby. Try not to turn your back on a customer -install phones where you can keep a eye on things.



Record the dates and serial numbers of a few bills and keep them separate as "bait money" for tracing by police.



EMPLOYEE THEFT: THE PROFIT DRAIN

It's estimated that 30% of all business failures, nationally, result from employee dishonesty. And don't just assume it's the new employees alone who might steal from you. Don't take for granted the total honesty of longtime employees. After all they know your business inside and out, and are in a good position to be tempted.

Employee theft can be stopped by creating the right working atmosphere. Heres how to do it...

LOOK BACK

Thoroughly check the references of every future employee and make employees aware of - and proud of - the fact they are bonded.

LOOK ALIVE

Inspire honesty. Don't "overlook" losses or practice favoritism. Once it starts, stealing is highly contagious.

Maintain clear lines of authority and responsibility.

Don't leave the keys in company vehicles. In other words, eliminate as many temptations as you can. Conduct spot checks of all employees' work, and see that they expect it.

Measure output and evaluate employee performance regularly. Reward a good job.

LOOK AHEAD

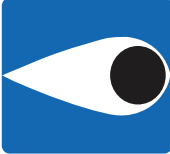
Remember that fairly paid employees are likely to be tempted to steal to "make up the difference."



DON'T INVITE A THEFT.

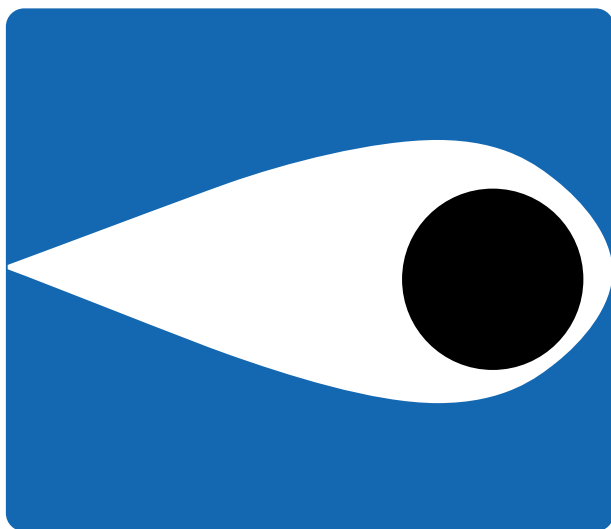
Remember - Law enforcement agencies would rather work with you to *prevent* crimes than to spend time apprehending criminals. And we suggest these ways you can help make the security of your business more effective:

- 1** Contact your police or sheriff's office for a premise check of security at your business
- 2** Eliminate the opportunities by making the time and work of a theft too great a risk.
- 3** Use good locks, safes and alarm systems. If you're not sure, seek the advice of experts in these fields.
- 4** Limit the time a thief can work undetected.
- 5** Reduce the take a thief can get away with.
- 6**  Join Operation Identification. Its for businesses as well as residences. Every business has valuable equipment - typewriters, adding machines, etc. - that are used in operations. Mark them all with your identification number and post the Operation Identification warning sticker in your window.

WARNING

OPERATION I.D.
All items of value on these premises have been marked for ready identification by Law Enforcement Agencies.
YOUR LOCAL POLICE
- 7** Ask your police to view, along with fellow businessmen, an interesting slide presentation that gives additional security tips.

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MINNESOTA
**CRIME
WATCH**



MINNESOTA DEPARTMENT
OF
PUBLIC SAFETY