



## CRIME PREVENTION TIPS - BUSINESSES

Crime prevention is a combination of prevention and risk reduction. These are some helpful safety tips.

### Personal Security

- It is safest to comply in the event of a robbery by giving over the demanded money or merchandise. Your life and safety is more important than anything in the business.
- Trust your instincts. If something feels off, there is a reason.
- Do not leave personal items such as cell phones unattended on counters; some suspects come in groups to distract the employee while another steals their phone, purse, etc.
- Think ahead about possible scenarios and how you could realistically and safely respond.
- Get to know your neighbors (residents, and businesses). Residents are often around when businesses are closed, and vice versa. A good relationship with neighbors may bring more eyes onto your business while encouraging local traffic.
- Connect with nearby similar businesses to warn of potential issues coming their way.

### Physical Security

#### Cash Registers & Safes

- Minimize the amount of cash in a register during the day.
- At night, remove all cash and leave the drawers open to show nothing is inside.
- Any safe that is under 750 pounds should be bolted to the floor.
- Safe combinations should be changed after employee changes.
- Make sure there is signage posted regarding safe and cash handling procedures.
- Do not keep a lot of money in the safe overnight or over the weekend.
- Vary the times and personnel who bring the money from the safe to the bank.

#### General Safety

- Lock unused doors/windows in the business. Before closing the business for the night, do a sweep through the building to ensure no one is hiding in a vulnerable spot.
- Record the make, model, and serial number on valuables within your business (such as televisions, computers, etc). Provide this information in the event of a burglary.
- If you have blind spots in your store, consider installing curved mirrors to increase visibility for your staff.
- Street visibility- employees and customers need to be able to see in and out of the business.
- Encourage employees to walk to and from their vehicles together when arriving or departing from a shift.

#### Signage & Security

- Make security measures (lights, alarms, security personnel, etc) clearly visible and activated.
- Keep all areas used by patrons well-lit and clearly designated with signs to deter criminal activity.

- Check the parking lot for good lighting and unobstructed views.
- Check that lighting in your business or area is not too bright or too dim, causing dark spots or glare that blinds you or your customers.
- Remember to change the computer security codes and door codes / combinations when there is employee turnover. Keep track of all people who have keys. Change cylinders on locks any time there is an employee change or a key is lost.
- Clear signage stops customers from getting lost in your business. Suspects cannot use the excuse that they thought they were allowed in a space (such as a back hallway, office, etc) or were looking for a restroom, and so on, if signs clearly designate areas.
- Fake cameras are not recommended. Cameras may be a deterrent but more often are used after a crime to identify suspects or activity. A fake camera will not provide that help, and in some cases could open you up to civil or legal liability if a crime occurs and the victim believed it was being recorded.
- Teach managers or other trusted employees how to use the system so someone at all hours of the day can provide surveillance to officers.

## Plans & Preparedness

### Emergency Plans & Drills

- Know what to do in case of an emergency. Fire exits and evacuation routes should be clearly marked. Fire extinguishers and medical kits should be well-stocked and checked regularly.
- Plan drills so that all employees know what to do in case of an emergency. Have different emergency plans in place for different types of emergencies.
- Ensure that your employees/staff know what to do in the event of any emergencies.

### Active Shooter Preparedness

- We encourage all businesses to create and practice active shooter/workplace violence plans.
- Run- Have an escape route and plan in mind. Leave your belongings behind. Keep your hands visible.
- Hide- Hide in an area out of the active shooter's view. Block entry to your hiding place and block, lock, or barricade the doors if possible.
- Fight- As a last resort and only when your life is in imminent danger. Attempt to incapacitate the active shooter. Act with physical aggression and throw items at the active shooter.

## Protection Resources (Hennepin County Sheriff's Office Shield Program)

- The Hennepin County Sheriff's Office Shield program was created to fill the information gap between law enforcement and private sector security professionals through partnership and ongoing collaboration.
- The Shield program does conduct threat assessments to businesses upon request. Additionally, onsite trainings provided in Active Shooter, Terrorism, Countering Violent Extremism, Human Trafficking, Identify Theft, and Sovereign Citizens. Membership in the program is free and has members throughout Minnesota and Nationwide.
- Eligibility for application includes: Law enforcement, EMS, Fire, Military, Private Sector Security Professionals

For additional information on the Shield program or to inquire about a threat assessment please contact:

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