

## Commercial/Business Security Tips

Commercial businesses can reduce their vulnerability to burglary by making sure that they have done all they can do to give the appearance of a property that practices good security measures. Business owners/managers can deter potential burglars by making it as hard as possible to gain entry.

- 1. 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.
- 2. DOORS** - 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.
- 3. 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 being caught.
- 4. 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 also can prohibit witnesses and/or investigators from being able to identify potential suspects. Also, make sure that valuable merchandise is not left near the windows; move it to the center of the business.
- 5. 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 be visible from the outside.
- 6. ROOF** - Make sure that any access to the business from the roof such as a roof hatch and ventilation systems are secured from the inside.
- 7. ALARM AND CAMERA SYSTEMS** - Consideration should be given to an alarm and camera system. Research alarm companies, video surveillance, and the types of alarms/cameras that fit your needs and your budget. If utilizing an alarm/camera system make sure to have clearly visible signage, stating the premises is protected by an alarm/camera system.
- 8. EMPLOYEES** - Ensure that all employees receive a written statement of key policies and procedures, and that they acknowledge receipt by their signature.

Make it easy for employees to come forward to report their suspicions or concerns:

- o Tell employees what to report and when to report it.
- o Tell employees exactly how the information they provide will be used.
- o Reassure employees that they are doing the right thing.

Make yourself accessible to employees.

Do not criticize employees who may be over-cautious.

Respond immediately when you receive an employee call for assistance.