

Robbery Prevention Checklist

Continued:

Yes No

- Are references for job applicants checked carefully?
- Do you make midday bank deposits to avoid large accumulation of cash?
- When making deposits, do you travel with a companion or use an armored car service?
- Are times and routes of deposits varied?
- Is money carried to the bank inconspicuously?
- Do you avoid approaching the night depository when someone else is there?
- If surveillance cameras are mounted, do they work properly?
- Are money safes designed to be opened by two keys or combinations?
- If your safe is equipped with a silent alarm system that can be activated by an employee who if forced to open it, is it functioning properly?

If a buddy system is used when opening or closing the business, are all parties trained to:

- Respond immediately by calling police
- Never directly confront a robber, and
- Always get a description of the robber in flight?

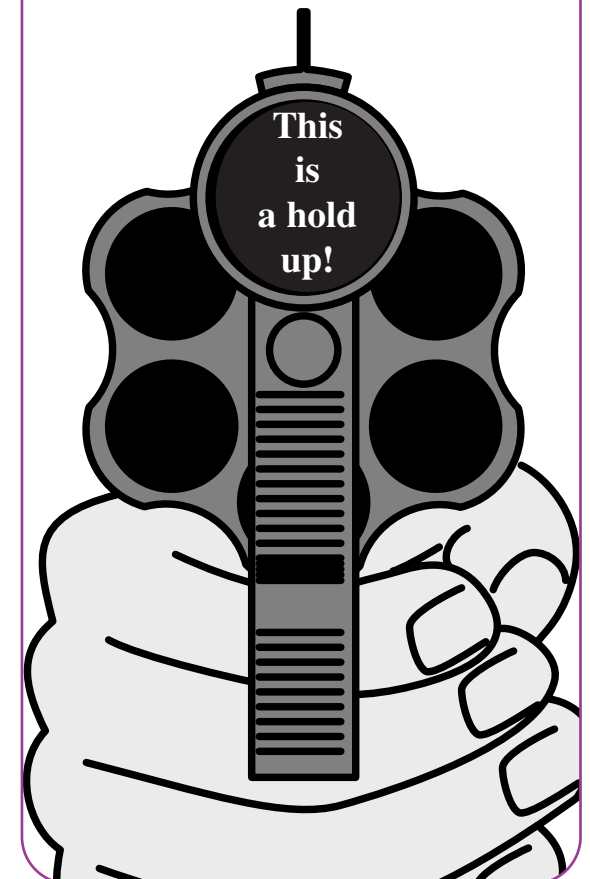
Report robberies to the Precinct Four Constable's Department at **(281) 376-3472**.

For additional information or to schedule a FREE Robbery Prevention presentation, contact the Precinct Four Constable's Department at (281) 376-3472.



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ROBBERY PREVENTION FOR OWNERS AND MANAGERS



FACTS

There were 1500 robberies committed in Harris County in 2002.

Fifty-five percent of all robberies occur in partial or complete darkness.

Most robberies occur in less than a minute.

PHYSICAL DETERRENENTS

Keep the interior as well as all entrances to the building well lighted.

Never block display windows with signs, posters, or merchandise. These objects will shield the robber's actions from potential witnesses.

Mark the edge of the main doorway at varying heights, such as every 12 inches, to help make it easier to estimate a robber's height.

Keep cash at a minimum, and post notices in the doorways advertising this fact.

BANK DEPOSIT PROCEDURES

Do not advertise that you are carrying the bank deposit.

Avoid wearing name tags or clothing advertising your business when you are carrying the deposit.

Make deposits during daylight hours.

Go directly to the bank. Do not make other stops along the way.

Two employees should make the deposit. There is safety in numbers.

Never leave deposits unattended in the vehicle.

Vary the time and route when carrying the deposits.

Conceal the cash when transferring it from the vehicle to the bank.

Use common sense.

OPENING AND CLOSING PROCEDURES

Two employees should open and close the business.

Before opening the business, one employee should check outside areas for possible break-ins.

Be alert to any suspicious vehicles or persons around the building.

When closing, check all areas of the business for any persons who may be hiding inside.

Keep a spare key in any room in which employees may be locked after a robbery.

Do not admit customers after store hours.

Keep the telephone number of your police department by all telephones.

POLICIES AND TRAINING

All commercial enterprises must establish clearly defined policies regarding the areas listed below.

- Cash handling procedures
- Opening and closing methods
- Bank deposits
- Procedures for responding to thefts, robberies, suspicious persons or activities
- Reporting suspicious and/or criminal activity to the police
- Security for employees and equipment/merchandise

Training **must** be designed to assure that all employees are knowledgeable about company policies.

Training sessions for all employees **must** be conducted at regularly scheduled intervals.

All employees should be provided with copies of company policies they are expected/required to learn and practice.

ROBBERY PREVENTION CHECKLIST

Take Action on Items Checked "**NO**"

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you keep small amounts of cash in register? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is cash register locked when left unattended? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you post minimum cash on hand policies for all to see? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are security assignments given to all employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a clear view of the cash register from the street? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees been directed to notify police about suspicious persons loitering? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees been trained in what to do if a robbery occurs? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are employees careful not to answer questions concerning number of employees or alarm systems? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have good interior and exterior lighting? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are seldom used rear and side doors, windows, and other accessible areas kept locked at all times? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are decoy currency or "bait bills" kept to give to robber? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is spare key kept in any room in which employees may be locked after robbery? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are opening and closing handled by two employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is policy of not admitting customers after store hours strictly adhered to? |