



ROBBERY PREVENTION TIPS

1. Maintain a minimum amount of cash in registers at all times. Delivery drivers should not carry more than \$20 in cash.
2. The use of drop safes are encouraged, as are video surveillance systems.
3. Post signs prominently advising the public that minimum amounts of cash are kept in the registers.
4. Do not count receipts in view of customers.
5. Maintain proper lighting in the store and parking lot.
6. Keep the back door locked, and have a peep hole installed. Instruct employees to use the peep hole before exiting the back door.
7. Do not open the back door after dark, except in an emergency.
8. Have employees open/close in groups. Never a single person!
9. Vary your routine for bank deposits, both as to time and the route you take to the bank.
10. It is preferable to not remove trash after dark. If this must be done, assign two employees to perform this task.
11. Keep front windows unobstructed by bushes, signs, and posters. The service counter should be visible from the street.
12. **DO NOT MAKE DELIVERIES** to vacant houses, apartments, or any place that has suspicious activity about. Use call back procedures after dark. Avoid deliveries to areas of high crime, or areas known for frequent drug use.
13. Contact local police if you observe anyone acting suspicious, or unusual on your property, or in the parking lot.
14. Instruct all employees in the location and use of panic alarms.

Endorsed by:

