

PREVENT BUSINESS ROBBERY



Follow these tips:

- Register the Business's Emergency Contact information with the CHICAGO POLICE DEPARTMENT's Community Policing Office in the event of an after hours emergency
- Control your cash. Install a drop safe for large bills. Post "limited cash" signs. Use secured services to make your bank deposits. Never count money in plain view.
- Don't open a place of business before or after regular business hours
- Keep your back door and storeroom locked at all times, and install an alarm or video monitoring system.
- To deter criminals, keep your business clean and orderly and use bright lights at the entrance, in the store, and in parking lots.
- Increase visibility in your business with lower shelves, mirrors to monitor all entrances, and limited external signs.
- Use fences and landscaping to limit quick access to and from your business.
- You are part of the community in which your business is located. Offer incentives to attract desired clientele especially when open late evening and early morning hours.
- Train your employees on how to behave during a robbery, to use safety measures such as greeting all customers and establishing direct eye contact as they enter the store.

If your business gets robbed...

- Should a Robbery occur, **take no action** which would jeopardize personal safety
- Secure the doors so the robbers cannot re-enter the store
- Don't allow anyone to enter except emergency personnel
- Call 911 immediately
- Be sure to inform the operator of any injuries so they can dispatch emergency medical personnel
- Give police the time of the robber's departure, their description and direction and method of travel. Stay on the phone until they tell you its okay to hang up.
- Observe method of escape of the robber, if possible, along with the direction of travel. If a vehicle is used, try to find out the make, color, type, license number and the state of registration.
- Protect the crime scene and do not touch **anything** the robber may have touched.
- Keep witnesses at the scene until police arrive. If they insist on leaving, try to get their names and addresses.
- Make other contacts of people who need to be notified like the store owner, bank security, etc. Emergency telephone numbers should be accessible and the notification policy clearly established.
- Protect recordings of any security camera footage and know how to readily access it.
- Assist investigating officers in every way possible. Cooperate with the police by being available for interviews.



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