

SUGGESTIONS FOR DISCOURAGING ROBBERY:

- ★ Do not text and talk on your phone or wear headphones when you are alone.
- ★ Have the FWPD Crime Prevention Unit conduct a crime prevention survey.
- ★ Be aware of your environment.
- ★ Avoid having one person work alone.
- ★ Vary the schedule and route of your deposits so that a robber never knows when or where to expect you.
- ★ Keep surplus cash out of the registers and in the safe or secure location. Do not count money in public view.
- ★ Keep "bait money" in a space compartment of cash registers. They bait packet should be separated by face value as other bills. Keep a list of the serial numbers and series year numbers to give the police if you are robbed. (Do not keep the list in the cash register).
- ★ Advertise your security alarm systems with signs in visible locations.
- ★ Remain alert.

For more information on crime prevention, contact:

CRIME PREVENTION UNIT

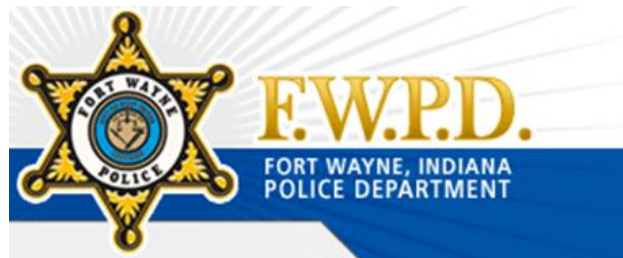
Fort Wayne Police Department

1 E. Main Street, Suite 108

Fort Wayne, IN 46802

(260) 427-1230

www.fwpd.org



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Robbery Prevention

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Non-emergency: (260)427-1222

Emergency: CALL 911

Barriers to Burglary

Burglary is a crime of opportunity. Make the burglar's work risky and difficult, and you stand a good chance of stopping them before they get in.

Your first line of defense

To a burglar visibility means vulnerability. They hid behind fences and shrubbery. The key is to keep trespassers out while keeping your property visible. Use picket or chain link fences. Keep hedges clipped down around waist level.

On the outside looking in

Burglars try the doors and windows first. If burglars have difficulty there, changes are they will move on to another property.

Doors

★ **Locks:** the strongest are deadbolt locks with a minimum of 1" throw-bolt containing a hardened, saw-resistant steel insert. Attach the strike plate to the doorframe with 4" screws. The double cylinder deadbolt lock requires a key from both sides, preventing a burglar from breaking the glass in the door and turning the knob from the inside. Make sure the cylinder of the lock has a steel guard – a ring around the key section. The cylinder guard should be tapered, or it should rotate around the key section to prevent wrenching.

Remember though, a double-cylinder deadbolt can also block your exit in an emergency. Check with your local law enforcement agency or building inspector to see if these locks are permitted in your area.

★ **Hinges:** Doors that swing out have hinges on the outside. A burglar can easily remove the hinge pins and lift the door out. To foil this, remove the center screw from each side of the hinge and insert a metal pin or headless screw on one side. When the door is closed, the end of the pin will fit into the opposite hole. Thus, even if the pins are removed, the door will remain bolted to the frame.

Windows

Protect windows by putting grates, grill work, or bars over them; or cover glass on the inside with a clear polycarbonate sheet. The sheet should extend 1-1/2 inch beyond the perimeter of the glass and be bolted to the door. Space the bolts approximately every 3 inches. Unbreakable safety glass is also available, but is more expensive.

Other entrances

Skylights, ventilation ducts, and fire escapes tempt burglars because these openings usually are not visible from the street. Protect skylights and ducts with metal grates and iron bars. The first stair of a fire escape should be too high for the average adult to reach from the ground.

The door or window leading to the escape should be equipped with emergency exit features: window guards should be removable or hinged to allow for an emergency exit. Keys to locked windows or doors should be nearby.

Key Control

Because any lock gives way to a key, practice good key control.

- ★ Label keys with a code indicating back door, receiving door, display case, etc.
- ★ Engrave "Do not Duplicate" on all keys.
- ★ Restrict key-access to your most trusted employees; maintain a log to record removal and return.

Guards

Join neighboring businesses to hire a uniformed guard from a reputable security company. Check references. The security staff should be familiar with your employees, your store hours and your shoplifting and internal theft devices.

Lighting

Lighting is a great crime deterrent. In fact, some states have minimum standards for exterior lighting. Light up all dark areas, especially doors and windows. If your business is in a poorly lit commercial area, join with other merchants to petition local government for more lights or pool funds and underwrite the cost yourselves.

Alarms

Before you invest in an alarm system, weigh the cost against your need.

- ★ How valuable is your merchandise?
- ★ How great is your risk?