

PEORIA POLICE DEPARTMENT

CRIME SHIELD PROGRAM

(Business Certification Checklist)

Responsible Party Name: _____
Address of Property: _____
Inspected By: _____

Crime Shield 623-773-5000

Criteria:

General

- All hard keys are accounted for. There is an assignment log and they are properly secured. If electronic controlled, cards are routinely verified (suggested monthly) and inactivated immediately upon resignation of employee(s).
- Business doors/windows should remain locked until business is actually open.
- Security practices are integrated into opening and closing procedures(ex. - upon opening visual inspection of exterior for signs of burglary/vandalism, watch for suspicious subjects loitering, no one admitted after business is closed, etc.).

External

- All entrance doors are clearly visible from either the parking lot or the street. Remove or relocate any obstruction which may conceal potential threats.
- Back entry/exit points should be self-locking with interior emergency exit hardware.
- All door/window locks function properly and are inspected daily/weekly by manager.
- All doors and windows are locked/secured at close of business.

Internal

- Employee break/locker areas are marked restricted access - employees only. Employees are encouraged to lock/secure their valuables.
- Employees should inspect the premises, including restrooms, before closing business.

Cash Management Policies/Procedures

- Cash register access should be controlled and limited with access keys or logins.
- Policies should be in place for guidance with identifying forged bills, credit card and check acceptance, cash draw limits, counting money (behind closed, locked doors), large bill acceptance, and opening/securing safe.
- Bank deposit days, routes, and times should be varied to avoid potential planned theft. Deposits should also be disguised in other than standard deposit bags to avoid robbery.

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- Employees should be well trained in what to do should they be involved in a robbery. It should be emphasized to cooperate and be a good witness, remembering things such as: description of suspects, vehicles, and direction of travel.

Recommended Criteria:

- All valuable property/jewelry is properly documented and photographed on the Crime Shield Property Inventory Record form, or similar electronic or inventory document. Websites such as Knowyourstuff.org and whatyouown.org or Apps such as suresafe-home inventory or home inventory lite can also be used.
- High value items without serial numbers should have owner applied numbers (ex. – driver’s license number, other identifiable number) **It is suggested not to use date of birth or social security numbers.**
- Consider posting, “Cash drawers contain no larger than \$20 bill” and “Employees do not have access to the safe.”
- Business owners may want to consider having the business and parking lot monitored by a security alarm company. If monitored, signs should be posted advising public, which will also deter criminals.
- Business owners may want to consider a web based camera monitoring system so they can monitor business from **off-site locations.**
- It is suggested height lines be inconspicuously marked on door frames or walls for employees to help identify height of robbery or burglary suspects.
- Business parking lots and entry points should be well lit. It is recommended entry/exit points be monitored by wide angle mirrors or security cameras for safety.
- At closing, employees should exit the premises together, in a group.
- Cash registers should not be placed next to exit points.
- Safe(s) should be equipped with one way deposit slots and secured to floor/wall making unmoveable.
- Business owners should sign up for crimereports.com and nixle.com to stay informed of what is happening in their community.