

# Crime prevention tips

## Money:

- Keep the amount of onsite cash to a minimum. Make daily bank deposits, and vary your time and routes to and from the bank.
- Skim cash drawers throughout the day to ensure large amounts of cash are not kept in the registers.
- Check daily cash register receipts against your deposits to help prevent the possibility of employee dishonesty.
- Immediately mark any checks received as "For Deposit Only."

## Property:

- Keep doors locked during non-business hours.
- Keep any rear doors locked from the outside at all times by installing panic locks. Padlocks should not be used to lock doors.
- Keep a safe on site to store small amounts of cash, important documents or other valuable items. Change the safe's combination periodically.
- Consider installing security cameras throughout the property. All entrance ways and cashier areas should be kept under surveillance.

- Consider installing a perimeter security system, with appropriate signage to warn would-be criminals the property is protected.
- Keep the interior and exterior of the premises well lit during non-business hours.

## Employees:

- Do background checks on applicants.
- Train employees on safe opening and closing procedures.
- Train employees on what they should do in case of robbery. Make it clear they should never endanger themselves by trying to protect money, property or other valuable items.

### **For more information, contact your Allied Insurance Loss Control representative.**

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