

## To Prevent a Robbery

- Keep your front doors and windows clear of signs and posters to allow good, two-way visibility. Employees can see suspicious persons outside. Passers-by can see inside.
- Keep the outside of your business well lit at night.
- Make sure your cash register area is clearly visible to outside observers.
- Keep your business looking neat and clean. A clean environment is not only good for business, but uncomfortable to robbers.
- Practice good cash control. Keep a minimum amount of cash in your cash drawer and make regular drops to safe.
- Make bank deposits as often as possible, never less than once a day.
- Use video camera surveillance and make it well known.
- Use cameras or mirrors to observe all areas of the store.
- Be alert for “customers” who seem to be loitering or glancing around the store while appearing to shop or browse through a magazine.
- If you see someone who is acting suspicious inside or outside, call the police to have them checked out.
- Keep side and back doors locked. Have employees use the main entrance, if possible.
- Greet everyone who enters your business.
- Place markers at the entrance that employees can use to help gauge the height of a robber as he leaves.

## During a Robbery

- Try to stay calm. Don't make any sudden movements to upset the robber.
- Do exactly as you are told. **DO NOT RESIST!**
- Activate your alarm **ONLY** if you can do so secretly and safely.
- Tell the robber about anything that might surprise him, such as someone who is expected to arrive soon.
- If you have to move or reach, tell the robber what you are going to do and why.
- The longer a robbery takes, the more nervous the robber is, so try to keep it short. The average robbery takes about 2 minutes.
- Try to get a good look at the robber so you can describe him later.
- Note his direction of travel when he leaves.
- Try to get a description of his vehicle **ONLY** if you can do so without exposing yourself to harm.

## After a Robbery

- Call the police immediately, even if you have already activated the alarm.
- Close the store and lock the doors until police arrive if you have a key.
- Ask any witnesses to stay until the police arrive. If they can't, get their names, phone numbers and addresses.
- Do not touch anything that the robber may have touched. Block off areas where the robber was, if necessary.
- Try not to discuss the robbery with others until you are interviewed by police.
- Do not discuss the amount of money taken with anyone other than the police.

## Surveillance Equipment Information

- Reusing VHS videotapes diminishes the clarity of the images that you record. For best image clarity, replace tapes every 12 sessions.
- A good method for replacing tapes is to use 31 tapes, one for each day of the month, and replace them annually.
- Never use the pause button on your VCR, this can destroy the image and stretch the tape.
- Avoid playing a tape over and over again after a robbery.
- Clean the lenses of the video cameras in your establishment. Use camera lens paper to remove dust that tends to build up there.
- Have a security technician position the cameras to capture the best images of the perpetrators.
- Insure that the correct date and time appear on your video camera, and that they are recorded on the tape. (Remember “Spring forward, Fall back.”)

**For any further questions,  
contact the Parker Police  
Department at 303.841.9800 or  
email [police@parkeronline.org](mailto:police@parkeronline.org).**

# Commercial Robbery Prevention Tips

*How to reduce your vulnerability to crime*

Name: \_\_\_\_\_

Badge # \_\_\_\_\_

Phone: \_\_\_\_\_

POLICE LINE DO NOT CROSS



20120 E. Mainstreet  
Parker, CO 80138  
**VOICE** 303.841.0353  
**FAX** 303.805.3123  
**EMAIL** town@parkeronline.org  
**WEB** www.parkeronline.org



18600 Lincoln Meadows Pkwy.  
Parker, Colorado 80134  
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