

## Burglary Prevention Checklist

- The correct locks are installed on all doors and windows.
- All locks are in working order.
- Employees are required to return keys upon dismissal.
- Regular maintenance is conducted on the security system.
- The security system is monitored.
- Tapes in security cameras are changed on a regular basis or are digital.
- The exterior and interior lighting is sufficient during and after business hours.
- Employees conduct regular checks of the business.
- The register is left empty and open after closing.
- The view of officers conducting security checks is not obstructed by signs or displays in front of windows.
- Fences surrounding the business allow officers to see your property and check for trespassers after the business has closed.
- Employees are instructed to call 911 if they notice suspicious vehicles or people in the area.

## What can I do?

The Fayetteville Police Department offers services to help deter burglaries and robberies at your business, such as:

- Business Security Survey
- Business Watch
- Burglary and Robbery Prevention Presentation

## Contact Us

Emergency: 911  
Desk Report/TeleServe: (910) 433-1529  
General Inquiries: (910) 433-1885  
Crimestoppers Tip Line: (910) 483-8477

### Police Administrative / Campbellton District

467 Hay St  
Fayetteville, NC, 28301

### Cross Creek District

6147 Raeford Rd  
Fayetteville, NC, 28304

### Central District

3811 Sycamore Dairy Rd  
Fayetteville, NC, 28303

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City of Fayetteville North Carolina POLICE **FAYPD.COM**

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# Burglary Prevention Tips

## For Your Business



City of  
**Fayetteville**  
North Carolina  
**POLICE DEPARTMENT**

*Crime Prevention Unit*

## What every business should know...

The following tips are designed to help deter burglaries at your business.

## Prevention...

### Make your business uninviting to burglars.



1. Lighting is a great deterrent. Make sure all exterior lights are in working order and leave them on after the business has closed.
2. Leave some interior lighting on after business hours to make it easier for officers to scan the interior of the building.
3. Keep valuable merchandise out of display windows after closing.
4. Arrange stock so a thief can be seen anywhere on the sales floor by your staff.
5. Record the serial numbers of all valuable equipment in your business and keep the list in a separate location.
6. Make it known that cash is not kept on the premises.
7. Leave the cash register open and empty after closing.
8. Never count money in the front of the business. Take it to the rear if there are individuals available to watch the sales floor or wait until closing.



## Don't make it easy for thieves to enter your business

1. Use your alarm and have it monitored by the alarm company. Use decals to advertise that your business is alarmed.
2. Make sure you have the appropriate locks for the type of entries in your business and that they work properly. Factory locks may not be enough.
3. Use break resistant glass, bars, locks, and glass break sensors on windows.
4. It is just as important to remember other entrances such as vents, skylights and loading docks.
5. Practice good key control with employees.
6. Make sure employees do a walkthrough of the business before closing to make sure no one is hiding in the restrooms or other secluded areas of the business.

## Help the thieves get caught.

1. Use your security system and have it monitored.
2. Have cameras installed recording your business 24 hours a day.
3. Hire additional security at night and during holidays.
4. Record serial numbers of all equipment, including tools and computers.
5. Instruct employees to call 911 if they notice suspicious people or vehicles around the business.



## After a burglary...



1. Do not enter your business if you believe it has been burglarized. If you believe it was burglarized after entering, leave immediately and call 911 from a neighboring business.
2. Do not allow anyone to enter the business until the Police arrive. They will allow you to enter and identify missing items.
3. Allow the officers to process the scene. This can a lengthy process but be patient and answer all questions to the best of your ability.
4. If you notice anything after the police have left or recall additional information, call our TeleServ Unit immediately.

## Be Prepared...

All employees should receive robbery and burglary prevention training. This includes all businesses, not just those handling large amounts of cash or expensive merchandise. Knowing what to look for and how to prevent criminal activity is the responsibility of all employees.

The Fayetteville Police Department is available to speak with your employees on these topics.