

Consider keeping bait money available for a criminal to take in the event of a theft. Bait money is cash from which you have recorded and kept a list of the denominations and serial numbers of the bills. If a theft occurs and this cash is taken, law enforcement may later be able to more effectively solve and prove the crime by linking your records to the recovery of this bait money from a suspect.

Make a written note and description of any suspicious person(s) or vehicle(s). Use the suspect description diagram appearing on page 10 of this brochure for this purpose. *(CAUTION: It is recommended that FFLs not approach, challenge, or otherwise place themselves in jeopardy with a suspicious person. If a suspicious situation is encountered, trust your instincts. FFLs should report it to the local law enforcement agency. FFLs should not pursue suspects. Remember, FFLs do not possess police powers and are liable as an individual for civil and criminal charges should they exceed their authority. The key is to OBSERVE and REPORT.)*

Post the Theft Warning Notice appearing at the end of this brochure in a window or other conspicuous location in your business to assist in theft deterrence.

EMPLOYEE SCREENING:

Institute an employee screening process. Conduct pre-employment background checks to include

contacting references and prior employers as well as conducting a criminal history check. Ask the references to name someone else for you to speak with that the job applicant did not list. Your local police department may assist you in conducting the records checks or require the applicant to bring a certified copy of a record check on them prior to employment.

BUSINESS CONSTRUCTION, SURROUNDINGS, AND SECURITY SYSTEMS:

Place a height measuring device next to all entrances/exits in your store for use to quickly gauge a robber or suspicious person's height. You can also accomplish this by simply marking the door frame with paint or a marker at intervals measured with a tape measurer.

Ensure the area surrounding your store has good lighting at night.

Keep any front windows unobstructed so that you can see suspicious individuals or vehicles located outside the store, individuals approaching the store, and so passers by can see in your store and detect any robberies that may be occurring.

Keep large shrubs and vines around your business low to the ground to reduce places for criminals to conceal themselves and to prevent criminals from climbing to potential points of entry.

Invest in a remotely activated electronic security entrance to your store. This will allow you to screen customers and refuse entry to suspicious persons. Such an entrance can also deter robbers from seriously harming store employee(s) as once inside, a robber will need the employee(s) to remotely activate the door to allow the robber to exit.

Invest in the addition of a burglar alarm with central monitoring, a video system, motion and glass smash sensors, and a panic button connected to your local police department or private security company to detect, prevent, and impede theft. Statistics indicate that proper use of a burglar alarm can reduce your chances of being burglarized by 50 to 83 percent. It is best to consult with a security professional to assist in evaluating various security options and costs to meet your needs and budget. Contact your local Better Business Bureau or the National Burglar and Fire Alarm Association at 301-907-3702 for a list of reputable security alarm firms in your area.

Invest in burglar bars or roll-down security gates on windows, doors, and vents and barriers such as concrete-filled posts or barriers or large cement planters placed around the business to deter smash and grabs and burglaries. Consider replacing any exterior hollow core doors with solid metal or sheet metal faced solid wood doors with steel door frames and long throw dead bolts. Also consider welding or peening any

hinge pins to prevent their easy removal. *(NOTE: Local building ordinances should be researched BEFORE costly security renovations are undertaken.)*

Invest in the installation of at least a number 10-gauge expanded steel mesh from the floor to ceiling in the walls of your vault or store walls that adjoin other businesses. Oftentimes interior walls that adjoin other businesses, such as those in a strip mall setting, are an easy breach point after entry to the adjoining store is gained.

If alarm systems are cost prohibitive, a simple inexpensive buzzer system may be wired to an adjoining store or business. In the event of a robbery, the FFL can activate the buzzer, and the adjoining store personnel will know to call the police.

MISCELLANEOUS INFORMATION:

If you employ any additional security measures, contact your insurance carrier to determine if these measures will reduce your premium cost.

Contact you local law enforcement officials for additional advice on safety and security measures for your business and ensure that your local law enforcement agency has accurate business emergency notification information. You may also want to provide your local police department with copies of your business floor plan.