

- **PLACE COLORED HEIGHT MARKS** at all exits to estimate suspect height.
- **DEVELOP A MUTUAL AID SYSTEM.** Form an agreement with nearby merchants to keep an eye on each other's business and watch for suspicious activities.
- **INSTALL A HOLDUP ALARM** video camera surveillance system with signs in visible locations. (Front door, register, safe, etc.).
- **TRAIN YOUR EMPLOYEES** on what to do during a robbery.
- **BEFORE CLOSING** one person should check the office, back rooms and rest rooms to make sure no one is hiding inside.
- **AT OPENING TIME** one person should enter the store and check to see if it has been disturbed.
- **LATE NIGHT HOURS OF OPERATION** with minimum number of employees, you may want to install an electronic door buzzer for added security. You may also install a simple but effective door alert system to signal when a customer has entered the store.

These are just a few suggestions that we encourage all business owners here in the Town of Hartford follow to minimize their chance of becoming a victim of a robbery.

The Hartford Police Department can provide each business with an opportunity to receive a free Security Survey to assist in your efforts on your personal security.

*Remember, Your life is the most important asset. Protect it by having a plan and follow these crime prevention **TIPS**.*



Hartford Police Department

802-295-9425

812 VA Cutoff Rd,
White River Junction,
VT 05001

**Send Anonymous Tips
By Text
VTIPS 274637**

The Hartford Police Department
will be happy to visit your business
to assist in your crime prevention
efforts.

EMERGENCY - Call 911

Non-Emergency – 802-295-9425

For more information, please visit the
following on-line resources:

www.hartford-vt.org
www.crimereports.com

Commercial ROBBERY



How can you prevent
your business from
becoming a target of a
Robbery



Hartford Police Department

802-295-9425

Crime Prevention Tips

All criminals are looking for the most opportune time to commit a crime. As a business owner here in the Town of Hartford, having policies and procedures for handling your money and customers can reduce your risk of becoming a victim of a robbery.

The Hartford Police Department in support of the Hartford Area Chamber of Commerce have placed in this brochure several



TIPS that can assist you in developing policies and procedures at your place of business that can substantially reduce your risk of becoming a victim of a robbery.

Reduce Your Risk:

Robbery is the unlawful act of taking personal property from a person or in his presence, by means of force or fear of injury. Robbery is a violent crime and may include the use of a weapon. Robbers often case an area or business for likely victims.

Therefore, take measures to make your business less attractive to robbers. Keep in mind that robbers look for these elements: Surprise, Lack of Witnesses, and Cash on Hand. To avoid becoming a robbery victim, you need to stay alert, be aware and use common sense.

- **KEEP WINDOWS AND COUNTERS CLEAR.** Don't allow them to be cluttered with signs and displays.
- **LOCATE THE REGISTER** where it is visible from outside, but far enough from the window so as not to provoke a quick window smash.
- **USE A DROP SAFE.** Keep very little cash in the register. Always keep your safe locked when access is not required.
- **DISPLAY SIGNS** indicating that employees do not have access to the safe. Use a time lock safe.
- **BE UNPREDICTABLE** about moving money from the business to the bank. Change times, routes and methods of concealment. If you use an armored car service, ***always*** be prepared for their pick-up and delivery.
- **KEEP DOORS** that lead to unauthorized areas locked! Check your office and storage areas frequently.
NEVER REOPEN YOUR BUSINESS for anyone after you have closed! Beware of the caller who states that your business has been broken into and asks you to come down. Always confirm (by calling back) that the call was from a law enforcement agency or your alarm company before going to your business.
- **AVOID WORKING ALONE.** If you must, keep a TV or radio playing in back rooms to suggest someone else is present. If you have an auto dialer, program the top button to call **911**.

- **CHECK AND ENSURE THAT YOUR SECURITY MONITORING SYSTEM IS FUNCTIONING PROPERLY.** Be sure that there is a tape/disk installed in the system and that the camera is facing the most optimum direction, (at cash register, front door and exterior parking lot). Officers responding on many robbery calls have found that either the camera system had been turned off prior to the robbery and/or there was no tape for recording installed.
- **KNOW WHAT IS HAPPENING** outside the store or place of business. Post **NO LOITERING** signs. Look for anyone watching the store or loitering in or around it. Make sure exterior lighting is adequate.
- **RECORD DESCRIPTIONS** of suspicious persons or vehicles. Do not hesitate to call 911 and report suspicious activity to police.
- **BE ALERT TO YOUR CUSTOMERS** and surroundings, especially at opening and closing. Be aware of the thieves using physical disguises: wigs, mustaches, etc. If possible, have two employees open and close.
- **GREET ALL CUSTOMERS** (***Make eye contact***) as they enter the business. Ask if assistance is needed. Customers and clients like the attention; **robbers don't.**

