



## **POLICE DEPARTMENT**



### **Commercial Burglary Prevention Tips**

Physical security constitutes 90 percent of burglary prevention. If your building is locked and unauthorized entry is made difficult, time consuming and conspicuous, the chances of a successful burglary are minimized.

- Locks on all outside entrances and inside security doors should be double-cylinder deadbolts with movable collars.
- They should be recessed into the door and should have at least a one-inch throw containing a hardened steel insert protected by a latch guard.
- Padlocks should be made of hardened steel and mounted on bolted hasps. Keep them locked to prevent exchange. File off serial numbers to prevent new keys being made.
- Entry doors should be of solid construction, metal-lined, and secured with heavy metal crossbars.
- Door jams must be solid. Exposed hinges should be pinned to prevent removal.
- Windows should have secure locks and burglar-resistant glass. Use heavy metal grates on all windows, except possibly display windows.
- Good visibility should be maintained through windows; expensive items should be removed from displays before closing.
- Lights must provide optimum visibility inside and out, with vandal-proof covers over the outside lights and power source.
- The perimeter must be well-lit, especially around all entry points.
- Alarm systems should be supplied by a licensed alarm company with a central monitoring station. Check the system on a daily basis. Advertise its presence to deter break-ins.
- The cash register should be in plain view from outside so it can be easily monitored. Leave the drawer open when empty or not in use.
- Safes should be fire-proof, burglar resistant, anchored securely, and in plain view. Leave them open when empty, and use them to lock up valuables when the business is closed.
- Change combinations when anyone with safe access leaves your employment.
- Maintain good visibility. Landscaping, boxes, and trash bins near the building can give a criminal cover or access to the roof.
- Check your building exterior (roof, cellar, walls, etc.); secure all openings larger than 12x12.
- Perimeter fences should keep intruders out and allow good visibility of your business by neighbors and police. Alarms on fences can give you additional protection. Guard dogs inside fences are also effective in deterring unauthorized entry.
- Your NCDL or Social Security number should be engraved, and Operation ID stickers displayed, on enticing objects.
- Keep accurate records of serial numbers on all items to help in recovery.
- Tightly anchor all equipment/merchandise to a secure base to delay the efforts of a burglar.
- A closing security check should include the entire interior of your business so you do not lock an aspiring burglar inside. Check the exterior to make sure that there have been no security breaches.

**IF YOU SEE  
SOMETHING,  
SAY  
SOMETHING**