

Procedures in the Event of a Robbery



K REMAIN CALM

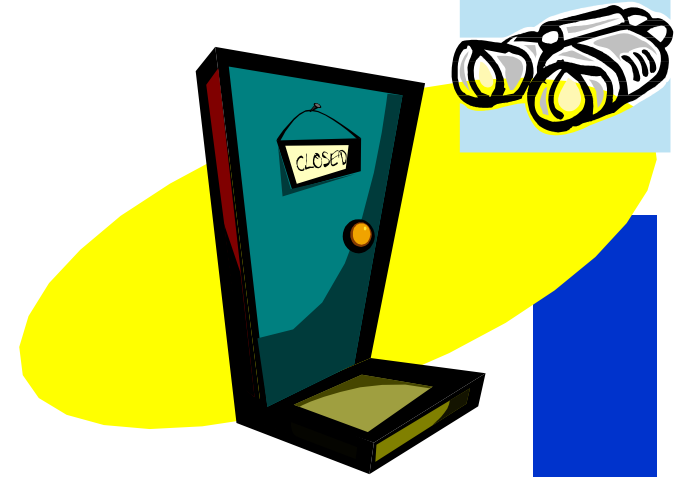
- K Cooperate and give them what they demand. Don't try to be a hero!
- K If you have a silent alarm, USE IT. Otherwise wait until the robber leaves.
- K If possible, signal other employees. Have a prearranged signal for such emergencies. If the robber will see you, WAIT. Try to avoid sudden moves.
- K Take a good look at the suspect(s).
Remember: the description of the suspect you give to police may be the only information they have to go on.
- K Try to get a license plate number if possible.
- K Call the Police— **Dial 911**
- K Write down what you remember before

Establishing an Effective Business Watch

- ✓ Contact the Norwalk Public Safety Dept. at (562) 929-5732 and let us know you're interested in hosting a Business Watch (BW) Meeting.
- ✓ A Public Safety Officer and a Sheriff Deputy will be assigned to participate in your BW Meeting.
- ✓ Hold bi-monthly meetings with your business neighbors to discuss current crime trends in your area.
- ✓ Maintain the program by hosting various workshops on issues that relate to business safety, such as vandalism, employee theft, and forgery.



Sources: Los Angeles County Sheriff Department and California Crime Prevention Center-Office of the Attorney General



BUSINESS WATCH

Phone: (562) 929-5732
12700 Norwalk Blvd., Room 15
E-mail: publicsafety@ci.norwalk.ca.us



Business Watch

The Department of Public Safety has extended the efforts of our successful Neighborhood Watch Program to include involvement and participation by the Business Community.

The Business Watch Program is designed to enhance networking and communications between the Business Community, the City of Norwalk, and the Norwalk Sheriff's Station. The purpose for our Business Watch Program is to support your efforts in protecting your business.

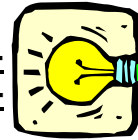
Community Business Watch will assist the Department of Public Safety and the Sheriff's Department in identifying specific problems within our business community and assist employers and employees by providing valuable safety and crime prevention information.



Crime Prevention Measures

Security

- ◆ **Limit the number of poster signs on your windows and glass doors.** This will allow our patrol units a clearer/unobstructed view of your business.
- ◆ **Make the name and address of your business visible from the street.** This will facilitate accurate response from Public Safety Officers and/or Sheriff Deputies.
- ◆ **Install floodlights for alleyways, rear and front entrances, parking lots, etc.**



- ◆ **Secure all windows and vents to prevent access.** Cover skylights and ducts with metal grates and iron bars.
- ◆ **Install deadbolt locks, padlocks and hasps on receiving doors.**
- ◆ **Replace hollow core doors with solid core doors,** avoid doors with glass panes.
- ◆ **Trim nearby bushes and trees.** This will diminished the number of hiding places for burglars.
- ◆ **Install a robbery alarm.**



Theft Prevention

- ? It is always a good idea to maintain an inventory of all office equipment and keep information on the make, model, and serial number of each item.



- ? Keep a log of keys issued to employees and change keys and combinations periodically.

- ? Change the times and routes of travel for your bank deposits. **Don't use money bags.** It is too obvious for prospective robbers.



- ? Keep a low balance in the cash register. Place excess cash in a safe or deposit it in the bank.
- ? Avoid employees working alone.
- ? Lock unused doors
- ? Equip your business with good lighting, as well as convex and wall mirrors.

If you see anything suspicious, CALL your Department of Public Safety (562-929-5732) or the Sheriff Department (562-863-8711) immediately.



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