COMMERCIAL BUSINESS SECURITY

➔ **CONDUCT YOUR OWN SECURITY ASSESSMENT WITH THESE HELPFUL TIPS**

FACILITY APPEARANCE & DESIGN

- Is store appearance neat, orderly and well maintained?
- Are there blind areas in the parking areas?
- Are there footpaths or alleys leading to the business?
- Are windows clear of posters and displays?
- Are there blind or hiding spots in or around the store?
- Is the entrance/exit close to cash register?
- Is the cash register within easy reach of the customer?
- Are customers visible at all locations within the facility?
- Are there signs & street numbers on the business for quick identification by emergency services?
- Are non-public doorways made of solid material?
- Are all doors checked before closing the facility?
- Is there roof/basement access?
- Does this business sell items that may promote loitering? (magazines, single cigars, rolling papers, single alcohol containers)
- Is there adequate lighting inside/outside of the store to ensure facial recognition from at least 30 feet away?

- Are exterior lights on before facility opens/after it closes to allow employees lighted pathway?
- Is exterior lighting left on or on timers from dusk to dawn?

CASH & ASSET CONTROL

- Are cash totals recorded regularly?
- Does this business cash payroll checks?
- Is this business known to have large amounts of cash on hand?
- Are cash transfers completed at irregular intervals?
- Is there a policy limiting the amount of cash in the registers?
- Does the business use a safe?
- Is the safe anchored to the floor? Is the safe alarmed? Is there a time delay on the safe?
- Is safe access limited to management? Is the safe located in a secure location?
- Is there signage indicating a timed delayed safe in use? Is there signage indicating the clerk cannot open the safe?
- Does the business use an armored car service for cash pick-up?

CASH & ASSET CONTROL (cont.)

- Does the business use counterfeit pens to mark money?
- Does the business thumbprint all checks that are received?
- Does the business check ID's on credit purchases?
- Are the cash register drawers left open while the business is closed?
- Are policies regarding cash handling followed consistently?
- Is valuable merchandise secured after hours?
- Does this business have policies regarding the safekeeping of valuables?

SECURITY

- Does this business have an alarm system?
- Is this business subject to an active "cease police response" for alarms?
- Does this business have an emergency button or pendant to activate the alarm?
- Does this business have a DVR video surveillance system?
- Does Management have the Login Password?
- Can the DVR be remotely accessed via a Smart Phone?
- Is the surveillance system in good working order?
- Is the security system housed in a secure location?
- Does this business follow all policies in regards to the security system?
- Does the building have an exterior camera system?
- Has this business installed reinforced doors (bars, bolts, locks)?
- Has this business installed reinforced windows (films, bars, etc.)?

EMPLOYEE TRAINING

- Is robbery prevention and response provided to employees?
    - Are these policies reviewed frequently?
- Are there standardized procedures for reporting incidents to police?
- Are there policies guiding the preservation of evidence after an incident?
- Are employees instructed to follow the robber's commands?
- Do employees immediately close the business following an incident?
- Are employees easily identifiable by nametag or clothing?
- Do employees greet and make eyes contact with patrons?
- Is the business wiling to participate in legal proceedings and prosecution of offenders?
- Are employees trained to respond properly when they discover a "breaking and entering" (B&E)?

KEYS & CONTROL

- Do you have multiple sets of keys to the store? Do you know who has them?
- Do you have a key holder policy? Are keys non-reproducible?
- Do you rekey the locks when a person is fired/removed as a key holder due to a disagreement or "falling out"?

ADDITIONAL INFO

DISCLAIMER: While our recommendations do not guarantee a crime-free environment, it is our experience that the application of these suggestions and recommendations will help reduce the opportunity for crime to occur and will enhance the quality of life.

CRIME PREVENTION: Security devices are only effective if used correctly and consistently.

Areas where you may have answered "no" should result in efforts to improve your commercial business's security.

(Information updated March 2026)