



This list was compiled by those involved with Neighbourhood Watch within Ku-ring-gai and Hornsby council areas. Please contact your Crime Prevention Officer (CPO) at Hornsby Police Station for more information. Phone: 9476 9799.



## OUR 20 FAVOURITE CRIME PREVENTION TIPS FOR **BUSINESSES**

1. AT THE END OF THE DAY, REMOVE ALL MONEY FROM THE CASH REGISTER AND DISPLAY THE EMPTY DRAWER AS A MESSAGE TO POTENTIAL THIEVES.
2. DO NOT LEAVE YOUR HANDBAG, PHONE, KEYS, ETC BEHIND THE COUNTER. Thieves will distract you, reach over the counter and take your property.
3. ENSURE YOUR STORE ROOM IS SECURE AT ALL TIMES. Again, thieves will distract you and gain entry.
4. ENSURE ALL PERIMETER FENCES, GATES AND DOORS ARE IN GOOD ORDER AND THAT GATES ARE KEPT CLOSED & LOCKED (use a padlock or similar) WHEN NOT IN USE, TO RESTRICT UNAUTHORISED ACCESS TO YOUR PROPERTY.
5. INSTALL GOOD QUALITY SECURITY LIGHTS AND/OR SENSOR LIGHTS AROUND THE PERIMETER TO PROVIDE MORE EFFECTIVE ILLUMINATION AT NIGHT.
6. PHOTOGRAPH ALL GRAFFITI & VANDALISM. REPORT TO **NSW GRAFFITI HOTLINE 1800 707 125**. REMOVE GRAFFITI PROMPTLY.
7. REGISTER ANY CAMERAS ON YOUR SECURITY SYSTEM WITH THE **NSW POLICE FORCE CCTV REGISTER** ('CAM-FIND').
8. THE POWER BOARD TO YOUR BUSINESS SHOULD BE HOUSED WITHIN A METAL CABINET LOCKED WITH AN ELECTRICITY AUTHORITY LOCK to restrict tampering with the power supply.
9. FORM A 'NEIGHBOURHOOD WATCH' WITH ALL BUSINESSES, RETAILERS, COMMERCIAL PREMISES, HOUSEHOLDERS ETC IN YOUR LOCAL AREA. You are the eyes and ears of your community.
10. WHEN SETTING THE BURGLAR ALARM, LOOK AROUND AND DOUBLE-CHECK NO ONE CAN SEE THE ENTERED PIN.

**ENGLISH**

## OUR 20 FAVOURITE CRIME PREVENTION TIPS FOR BUSINESSES continued from overleaf

11. GLASS WITHIN DOORS & WINDOWS SHOULD BE RE-ENFORCED BY EITHER ADHERING THE EXISTING GLASS WITH A SHATTER RESISTANT FILM, REPLACING THE EXISTING GLASS WITH LAMINATED GLASS, OR HAVING QUALITY METAL SECURITY GRILLES OR SHUTTERS TO RESTRICT UNAUTHORISED ACCESS.
12. INVEST IN A QUALITY SAFE, BOLTED SECURELY TO THE GROUND.
13. PHOTOGRAPH & RECORD DESCRIPTIONS, MODEL & SERIAL NUMBER OF ALL VALUABLES. CONSIDER ETCHING A DRIVERS LICENCE NUMBER. UV pens can be used on more sensitive items – your Crime Prevention Officer has an etching tool/UV pen that can be borrowed.
14. LOCK ALL CARS AND REMOVE VALUABLES FROM VIEW WHEN UNATTENDED.
15. CLEAR ALL MAILBOXES REGULARLY OF MAIL etc. Communal mailboxes are often not under CCTV view.
16. BEWARE OF ROGUE TRADESMEN/PROFESSIONAL SERVICES eg the man checking fire extinguishers. BE VIGILANT. THIEVES DRESS TO FIT IN (smart businessman, young tradie) Less-experienced employees need reminding.
17. DO REGULAR STOCK TAKES, EVEN HOURLY, IN ORDER TO NARROW THE TIME FRAME OF A THEFT. This enables CCTV to be checked more effectively.
18. KNOW THE LAWS. WHO CAN YOU STOP, RESTRAIN, SEARCH, WHEN, HOW & WHY? Ensure all employees are aware of the risks involved with this strategy eg being spiked by a used syringe during a bag search?
19. DO YOU ENJOY A POETS DAY DRINK? Ensure employees have a designated driver, or alternative way to get home.
20. ENSURE ALL EMPLOYEES KNOW ALL PHONE NUMBERS & CONTACT DETAILS FOR EVERY KIND OF EMERGENCY. REPORT EVERYTHING THAT DOESN'T APPEAR TO BE RIGHT. Trust your instincts. Warn fellow businesses.

FOR <b>EMERGENCIES</b> (Including anyone on your property)	<b>000</b>
TO REPORT ANYTHING <b>SUSPICIOUS</b> (Crime Stoppers)	<b>1 800 333 000</b>
TO REPORT NON-EMERG CRIME ( <b>Police Assistance Line</b> )	<b>131 444</b>
IF YOU'RE <b>NOT SURE</b> (Hornsby Police Station)	<b>9476 9799</b>