

Business Security Tips From the Clarksville Police Department

Sound Security Tips for Small Business

- 1. Leave cash registers empty and open after hours to deter burglars.**
- 2. Make sure all exterior doors have adequate locking mechanisms or install a secondary lock such as deadbolt locks.**
- 3. Leave an interior light on in your home or at work all night.**
- 4. Check exterior for possible access to the roof and secure all ladders and garbage dumpsters.**
- 5. Use exterior lighting to increase the visibility in parking lots and entrances.**
- 6. Move valuable merchandise away from the door or windows to prevent smash and grab thefts.**
- 7. Install a safe or strong security cabinet to store valuable documents or keys to your business.**
- 8. Install an annunciator on entrances to alert you that a customer has entered.**
- 9. Don't tag your keys with the name of your business or home address. Change locks if keys are lost or not returned by a former employee. Mark keys do not duplicate to prevent legitimate locksmiths from making copies without your knowledge.**
- 10. Don't open the door until you're ready to do business, and don't count receipts until you lock up.**
- 11. Never resist an armed robber.**
- 12. Call 9-1-1 (24 hrs) for: all medical, fire, and police emergencies, and anytime you believe there is a need to send police, fire or medical personnel to the scene.**
- 13. Post local telephone numbers to report any incident that you believe should be reported to the Police Department but does not require the dispatch of an officer.**

Reduce Criminal Opportunity and Protect Your Business

Please contact the Clarksville Police Department Crime Prevention Unit for a free business security survey.

We can help you make your business safe and secure for your customers, employees and your piece of mind.

931-648-0656

Business Security Tips From the Clarksville Police Department

Holdup Prevention Rules:

1. Use the measures outlined in this page.
2. Call the police at once if you notice suspicious strangers loitering near or in your place of business.
3. Never block the view into your store by crowding display windows. It is important to maintain visibility into your business establishment at all times.
4. Secure your teller and cashier operations. Install barriers to keep unauthorized persons out of these areas.
5. If practical, mark doorways at varying heights to allow proper identification of robber's height.
6. Install a holdup alarm system.
7. Install a timed delay switch to turn off exterior lights after your employees have gone for the night.
8. Use two people to open and close your business. Establish a system of prearranged signals. One person should stay outside until the other gives the all clear signal.
9. Keep cash on the premises to a minimum. Make frequent pickups of money from registers and make regular bank deposits. Try to make daytime business hour deposits.
10. Do not establish a habitual routine when making bank deposits. Robbers will soon learn it. Use two people when making after hours deposits. You may contact the police department for assistance when making after hours deposits.
11. Be aware of your surroundings when making deposits; take note of anything suspicious like people hanging around or low-lighted areas near banks.
12. Always have a cell phone ready to dial 911 when out making deposits.
13. Keep the safe in your place of business locked at all times.
14. Check the references of job applicants before you hire them.
15. In the event you are contacted about an emergency at your business, and the call is of questionable validity, please verify the call with the police dispatcher, 931-552-1011, before going to your business.
16. Have frequent meetings with your employees in order to familiarize them with holdup prevention measures, which you have initiated.

If You Are Held Up

1. Remain calm.
2. Do not resist.
3. Be identification conscious. Observe the holdup suspect carefully for future identification.
4. Report the robbery immediately-dial 911 and don't hang up.
5. If possible, protect the crime scene: do not let anyone disturb it.
6. Wait for police.
7. Cooperate with police. By doing as they request you will help solve the crime.

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MAKING YOUR BUSINESS MORE SECURE

The Clarksville Police Department wants to ensure that your business does not suffer from a false sense of security.

Does your business have a video security system in place?

If so, you need to ask yourself these three (3) very important questions

When was the last time you had your video recorder cleaned?

How often do you change your tapes?

Is your security system outdated and obsolete?

If you do not know the answers to these questions, or if you have had the police department utilize one of your security tapes only to report that the suspect was unidentifiable, then this brochure is for you.

HOW TO HELP US HELP YOU

During recent years, the utilization of video security systems in private industry has rapidly grown. This is primarily due to the relatively inexpensive cost of today's video recording systems compared to the cost of staffing security personnel.

Every day, the Clarksville Police Department receives and processes numerous videotapes from retail stores, government offices, and other businesses located within Clarksville. Unfortunately, many times the video images are of such poor quality that they offer no assistance to a criminal investigation.

Realizing the value of videotapes as evidence, there are several steps that can be taken to improve the quality of recorded images.

Things You Can Do:

- Provide regular maintenance to your video cassette recorders. Video heads should be cleaned every 2000 hours or every 3 months.
- Replace VCR tapes at regular intervals

Recorder Settings (Hours)	Number of Uses
12 - 72	20
120	15
168 - 240	10

- Use only quality video tapes in your recorders.
- Avoid using outdated video equipment.

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HOW WE CAN SERVE YOU

The Clarksville Police Department has invested substantial resources in video enhancement and processing equipment. The purpose of this equipment is to assist you to make the most of your video security systems and to aid the police department in criminal investigations.

In the unfortunate circumstance of a criminal incident at your place of business, this advanced video equipment allows us to process your videotapes in order to obtain the best possible images. However, a videotape of poor quality cannot be enhanced beyond the original image obtained at the time of the incident.

Please take the necessary time to identify what you and your business can do to increase the reliability of your security videos. By following the easy recommendations outlined in this brochure you can greatly assist our department in helping to serve you better.