



OZARK Police Department

Community Services Section

Charles R. Ward, Chief of Police

Tis the Season for

Crime Prevention



“If you need us . . . call us!”

We’re here to Serve & Protect you.

Chief Ward

Ozark Police Department
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Business Protection Bulletin - 1

Keep Your Business Well Maintained

A sloppy looking business is inviting to a potential robber or burglar. To them, careless maintenance of a business area could also mean careless management, crime prevention procedures, and money handling.

1. Make sure outdoor lighting is adequate and well maintained. Do not forget access areas along the sides and behind your business.
2. Eliminate potential hiding places around the building by keeping trees, bushes and other landscape areas trimmed and well maintained.
3. Limit outside storage (*pallets, fixtures, display racks, unused equipment, etc.*) that can create potential hiding spots.
4. Do not store ladders outside; eliminating areas where a burglar or robber could access the roof.
5. Show that the business is professionally managed and organized by keeping the parking lot and sidewalks clean and in good repair.
6. Post signs and enforce no loitering.
7. Keep the inside of the store clean and well stocked. This again creates the impression of a well-managed business.
8. Strategically place convex/domed mirrors or cameras throughout the store.



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Business Protection Bulletin - 2

Keep Your Business Secure From Attack

The idea is to limit points of entry and exit for a potential robber or thief and control the flow of foot traffic in and out of the business. A robber wants to get in and out quickly. Limiting points of entrance and exit creates a more difficult escape route and helps reduce the possibility of someone entering the business undetected.

1. Keep back and side doors locked from outside entry (DO NOT VIOLATE FIRE CODES).
 2. Make sure roof hatches are closed and secure.
 3. Limit the number of entrance and exits at the front of the business.
 4. Make a sweep of the entire business before closing.
 5. To the extent possible, do not open doors to the public before or after regular business hours.
 6. Don't leave unattended doors open or unlocked for vendors or employees. Ask them to report at the main business entrance.
 7. Post police, fire, and emergency numbers next to the business phones.
 8. Remove or rearrange signs or displays that block the visibility of safes from the outside (*if normally visible from the street*).
 9. Make sure indoor lighting is adequate and maintained.
- **Know who is opening and closing the business. Remember robbers look for opportunities . . . especially at closing when money is being transferred to the bank.**
 - **Report anything suspicious to police, such as unscheduled maintenance work, unknown vendors, suspicious vehicles (*parked near or slowly driving by*), etc.**
 - **Check all storage rooms, restrooms, coolers, compressor areas, offices, and misaligned ceiling tiles prior to leaving at night.**
 - **Develop a thorough system and procedure to address hideout robberies or burglaries.**

During this holiday season we'll be doing our best to carry out additional patrols of business areas.

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Business Protection Bulletin - 3

Robbery Procedures

Should a robbery occur, it is important that employees are prepared to deal with the situation. The key is to give the robber what they want so they will quickly leave your business,

1. **Keep it short and smooth.** The longer it takes, the more nervous a robber may get. Nervous robbers are apt to injure someone.
2. **Do not sound a security alarm in the presence of a robber.** This could anger the robber and cause a potential violent situation.
3. **Obey the commands.** Robbers usually do not hurt anyone who cooperates.
4. **Do not argue.** At this point, it's too late for a robber to change their mind. However, it's not too late for the robber to become angry and harm you and others.
5. **Do not fight.** Money or goods are not worth losing your life over. To attack an armed robber is foolish.
6. **Do not use weapons.** Weapons breed violence. The robber's weapon is already one too many.
7. **Tell the robber about any surprises.** If anyone is in a back room or office, or expected soon, or if you must reach or move in any way, tell the robber what to expect so they will not be startled and react violently.
8. **Do not chase or follow a robber.** Robbers have been known to shoot at pursuers. Police may also shoot at you, thinking you are one of the robbers. There is also the potential of an innocent bystander being injured. Keep in mind, the main concern is to save lives.

Post Robbery Procedures

1. Do not move until after the robber has left.
2. Do not touch anything the robber has handled.
3. Once the robber has left call the police . . . and any other person on your business emergency list.
4. If you can see a get-a-way vehicle from your in-store position attempt to read the license number and any distinguishing features.
5. While waiting for police, write down everything you remember and gather information from witnesses.
6. Immediately after a robbery, employees **should not** provide any information regarding the incident and what was taken to anyone except the police and business owner.

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Business Protection Bulletin - 4

What to Do If You Detect a Counterfeit Bill

If you suspect you've been given a counterfeit bill, follow the steps below to protect yourself and ensure that the US Secret Service can evaluate the fake currency.

- 1. Avoid putting yourself in danger.** If you think a bill is counterfeit, do not make any statements or take any actions that might cause the passer to threaten or harm you.
- 2. Do not return the bill to the customer.** Rather than returning a suspected counterfeit to the passer, keep the bill so that you can pass it along to law enforcement. Unfortunately, you won't receive any financial remuneration for surrendering a counterfeit bill to law enforcement, but doing so can help combat counterfeiting.
- 3. Jot down some notes about the passer.** Observe and record as much about the passer and their companions as possible. This may include characteristics like height, weight, eye color, hair color, and any other unique features. Where possible, write down the passer's license plate number and other identifying information.
- 4. Contact the Ozark Police Department or the local US Secret Service Office.** As soon as you suspect that a bill is counterfeit—and you're not at risk—contact the Ozark Police Department. Once you've made contact, only surrender the note to an identified police officer or Secret Service Special Agent; you may also be directed to mail it to the nearest Secret Service field office.
- 5. Write your initials and the date in the border of the bill.** Before passing a suspected counterfeit bill to law enforcement, write your initials and the date in the white border area of the note.
- 6. Handle the bill as little as possible.** In some cases, there may be remnants of fingerprints, DNA, or certain processing chemicals that can help the police tie a bill to a certain counterfeiter. Handle a potential counterfeit bill as little as possible and separate the bill from your other cash by putting it in a protective cover, plastic bag, or marked envelope until you can submit it to authorities.

Ozark Police Department

AUTOMOBILE DESCRIPTION	LICENSE #
	COLOR

BAIT MONEY SERIAL #	DATE OF INCIDENT
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EMPLOYEE STATEMENT

NAME: _____

PHONE: _____

ADDRESS: _____

STATEMENT: _____

(Use Additional Paper If Needed)

SIGNATURE: _____ DATE: _____

WITNESS STATEMENT

NAME: _____

PHONE: _____

ADDRESS: _____

STATEMENT: _____

(Use Extra Paper For Additional Witness Statements)

SIGNATURE: _____ DATE: _____

Ozark Police Department

Crime Prevention Checklist

This checklist can be used to identify areas for improving crime and violence prevention. Any NO answer would indicate improvement is needed. This checklist should be done upon implementing this program. It should also be completed thereafter on a regular basis, at least quarterly, to ensure consistent program compliance. It can be incorporated with your safety committee's quarterly store walk-through.

Building Maintenance and Security

YES NO

1. Is outdoor lighting maintained and adequate? _____
2. Have potential hiding places been reduced or eliminated? _____
3. Has potential to roof access been eliminated? _____
4. Are parking lots and sidewalks in good repair? _____
5. Are no loitering signs posted and enforced? _____
6. Are back, side and roof access doors locked? _____
7. Have front entrances and exits been limited? _____
8. Is inside of store clean and well stocked? _____
9. Is inside of store adequately lit? _____
10. Are convex or domed mirrors placed throughout the store? _____
11. Is there clear visibility into and out of the store? _____
12. Are closing sweep procedures to detect hideout robberies in place? _____
13. Are emergency numbers posted by all phones? _____
14. Have police been contacted and drive-by's requested? _____
15. Has the ATM been secured and is cash removed nightly? _____

Cash Handling

1. Are signs posted indicating low cash on hand and that employees do not have access to safe, office or ATM? _____
2. Are cash register limits set and are pulls regularly made to remove excess cash? _____
3. Is a drop safe used? _____
4. During late hours, are bills above \$10 immediately placed into drop safe (or kept where they cannot be seen, if no drop safe is available)? _____
5. During late hours, is operating cash significantly reduced? _____
6. Is cash counted in a private, secured area? _____
7. Is excess cash kept in a private, secured area? _____
8. Are good deposit procedures in place and maintained (including use of clear plastic deposit bags)? _____

Officer: _____ Date: _____



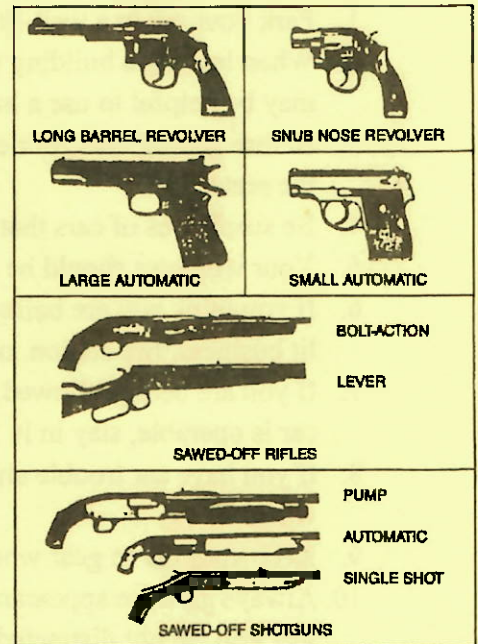
OZARK Police Department

Suspect Identification Form

Notify police and employer. Fill in blanks below and on back side. Give copy to police, employer and your insurance company.

SEX	RACE	AGE	
HEIGHT	WEIGHT	HAIR	
EYES	GLASSES (TYPE)	COMPLEXION	
SCARS/MARKS	TATOOS	FACIAL HAIR	
SHIRT	TROUSERS	SHOES	
JEWELRY	BELT BUCKLE	HAT	
TIE	COAT	MOST IMPRESSIVE FEATURE	

COMMON WEAPON TYPES



WHAT ROBBER SAID

Ozark Police Department

AUTOMOBILE DESCRIPTION	LICENSE #
	COLOR

BAIT MONEY SERIAL #	DATE OF INCIDENT
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EMPLOYEE STATEMENT

NAME: _____

PHONE: _____

ADDRESS: _____

STATEMENT: _____

(Use Additional Paper If Needed)

SIGNATURE: _____ DATE: _____

WITNESS STATEMENT

NAME: _____

PHONE: _____

ADDRESS: _____

STATEMENT: _____

(Use Extra Paper For Additional Witness Statements)

SIGNATURE: _____ DATE: _____