Safety Concerns

- Don't stare directly at the robber.
- Don't talk except to answer the robbers questions.
- Don't make any sudden moves and keep your hands in sight at all times, if the robber thinks you're reaching for a weapon or alarm button your actions and furtive movement may lead the robber to violence.
- Don't chase or follow the robber out of your business.
- If your business is robbed put your safety first. Don't resist an armed robber. Your safety is more important than money or merchandise.

Columbia Police Department
1 Justice Square
Columbia, South Carolina 29201

Phone: 803-545-3500

THIS IS A HOLD UP!

Physical Deterrents

Keep the interior as well as all entrances to the building well lighted. Employees should report any burned-out lights to the owner or manager.

Keep trees and bushes trimmed, so they don't block any out door lights.

Never block display windows with signs, posters, or merchandise. These objects will shield the robber's actions from potential witnesses.

Mark the edge of the main doorway at varying heights, such as every 12 inches, to help make it easier to estimate a robber's height.

Keep cash at a minimum, and post notices in the doorways advertising this fact.

Use only one register at night. Leave other registers empty and open. Tilt the register drawer to show there is no money in it.

Leave blinds and drapes open when your business is closed. This allows police officers to visually inspect the inside of your business. It also makes it more difficult for criminals to conceal themselves and their criminal activities.

Place a surveillance camera behind the cash register facing the front counter. Replace videotapes regularly.

Keep purses and personal valuables locked in desks or lockers.

Install a robbery alarm.

Bank Deposit Procedures

Do not advertise that you are carrying the bank deposit. Avoid wearing name tags or clothing advertising your business when you are carrying the deposit.

Make deposits during daylight hours.

Go directly to the bank. Do not make other stops along the way.

Two employees should make the deposit.

There is safety in numbers.

Never leave deposits unattended in the vehicle.

Vary the time and route when carrying the deposits. Conceal the cash when transferring it from the vehicle to the bank.

Use common sense.

Opening and Closing Procedures

Two employees should open and close the business. Before opening the business, one employee should check outside areas for possible break-ins.

Be alert to any suspicious vehicles or persons around the building.

When closing, check all areas of the business for any persons who may be hiding inside.

Keep a spare key in any room in which employees may be locked after a robbery.

Do not admit customers after store hours.

Keep the telephone number of your police department by all telephones.

Policy and Training

All commercial enterprises must establish clearly defined policies regarding the areas listed below.

- Cash handling procedures
- Opening and closing methods
- Bank deposits
- Procedures for responding to thefts, robberies, suspicious persons or activities
- Reporting suspicious and/or criminal activity to the police

Security for employees and equipment/ merchandise

Training must be designed to assure that all employees are knowledgeable about company policies.

Training sessions for all employees must be conducted at regularly scheduled intervals.

All employees should be provided with copies of company policies they are expected/ required to learn and practice.

After the Robbery

- Lock your business.
- Ask any witnesses to stay until the police arrive.
- Call the police and remain on the phone.
- Call your business owner, manager, or other designated person.
- Call the security hotline, if applicable.
- Don't touch anything the robber may have touched.
- Write down an accurate description of the robber, weapon, property taken, vehicle and its license plate number as soon as you are able to do so.