



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 storeroom 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 and 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 and 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:
https://www.police.nsw.gov.au/online_services/register_my_business_cctv_details.
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.

FOR EMERGENCIES (Including anyone on your property)	000
TO REPORT ANYTHING SUSPICIOUS (Crime Stoppers)	1800 333 000
TO REPORT NON-EMERGENCY CRIME (Police Assistance Line)	131 444
IF YOU'RE NOT SURE (Hornsby Police Station)	9476 9799
TTY—To ask for Police, type PPP	106
SPEAK AND LISTEN	1 800 555 727

ENGLISH

11. Glass within doors and 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 and record descriptions, model and serial number of all valuables. Consider etching a driver's licence number. UV pens can be used on more sensitive items – your local Neighbourhood Watch group has an engraver/etching tool/UV pen that can be borrowed free of charge.
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, for example, the man checking fire extinguishers. Be vigilant. Thieves dress to fit in (think smart businessman, young tradie). Less-experienced employees need reminding.
17. Do regular stocktakes, even hourly, to narrow the timeframe of a theft. This enables CCTV to be checked more effectively.
18. Know the laws. Who can you stop, restrain, search, when, how and why? Ensure all employees are aware of the risks involved with this strategy e.g., 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 and contact details for every kind of emergency. Report everything that doesn't appear to be right. Trust your instincts. Warn fellow businesses.

This information was compiled by volunteers with Neighbourhood Watch within Ku-ring-gai and Hornsby. Please contact your Crime Prevention Officer (CPO) at Hornsby Police Station for more information. Phone: 9476 9799. Tips and other resources are available to download free from the Neighbourhood Watch in Ku-ring-gai & Hornsby website: au-NHWKuringgaiHornsby.org/Tips/.

See also the community's one-stop-shop of crime prevention information: WatchOut.org.au.

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