



- ▶ Use security cameras near access points and:
 - ◆ Install at angles that capture facial features, license plates and other details.
 - ◆ Choose a system with high resolution photos.
 - ◆ Ensure the system produces clear, quality images in the day and night and install additional lighting as needed.
 - ◆ Store at least 30 days of footage.
 - ◆ Teach managers how to pull video footage and provide it to the police.
 - ◆ Advertise that you use video camera surveillance.
- ▶ Where you share a common wall with another business, install surveillance cameras in an area to capture footage of that part of the room.
- ▶ Lock up files containing sensitive personnel or customer information before each close.
- ▶ Back up computer drives and store at a secure location.



Report Burglaries

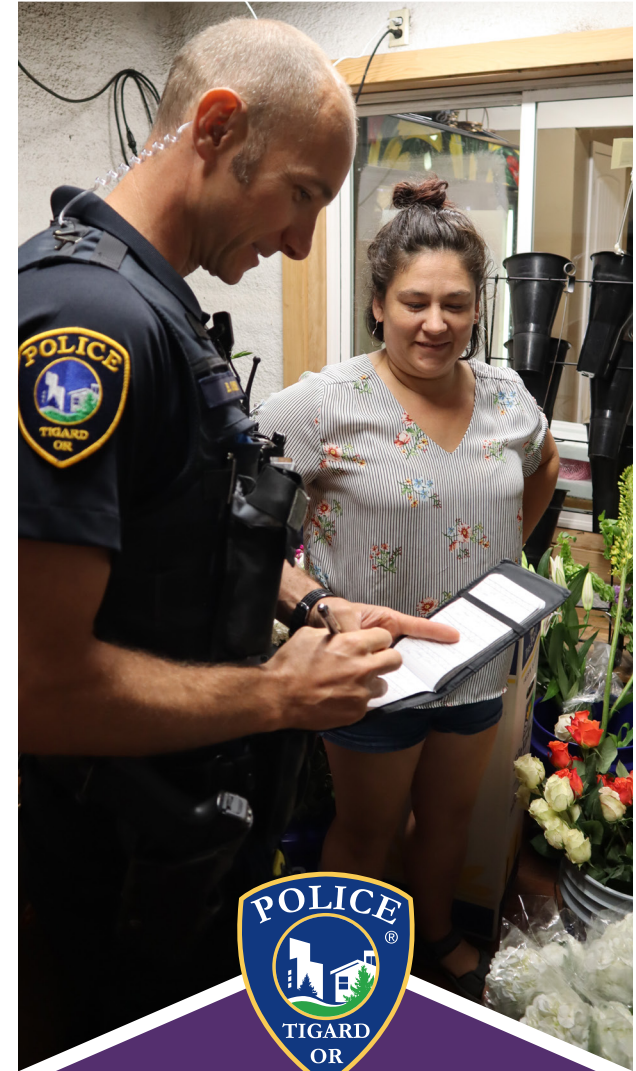
- ▶ Report suspicious activity to the police as it occurs. When determining what is suspicious focus on activity and behaviors, not people. Do not assume criminal behavior or ill-intent based on race or ethnicity. Suspicious activity may include someone:
 - ◆ Loitering near the business after close.
 - ◆ Visiting the store multiple times without purchasing anything.
- ▶ Call 9-1-1 to report burglaries in progress. If the crime has taken place, call the non-emergency number 503-629-0111.
- ▶ Add stolen items or information to an existing police report by calling the non-emergency number or report online at www.tigard-or.gov/report-a-crime. You will need to reference the case number.
- ▶ To get a copy of a police report, visit: www.tigard-or.gov/police/policerreport.php



City of Tigard

TIGARD POLICE DEPARTMENT
13125 SW Hall Boulevard, Tigard, Oregon 97223

COMMERCIAL BURGLARY PREVENTION



TIGARD POLICE DEPARTMENT

Tigard Police take at least **50** commercial burglary reports every year.

Burglars enter a property with the intent to commit a crime, usually a theft. Unlike a robbery, burglars do not want a confrontation or to risk being identified. They target unoccupied businesses that are closed for the day and have secluded areas where other people will not be able to observe activities on the property.



Tips for Preventing Commercial Burglary

Establish Store Procedures to Deter Break Ins

- ▶ Create a checklist for opening and closing to ensure that procedures are consistently followed.
- ▶ Establish a policy to keep cash on hand to a minimum.
- ▶ Make bank deposits throughout the day at non-routine times.



- ▶ Inventory physical assets and merchandise, write down serial numbers, take photos and store the list and images off-site in a fireproof safe or safe deposit box.
- ▶ If there are no serial numbers, mark equipment with a Federal Employer Tax ID number.
- ▶ Maintain a key control system, accounting for every key fob or key, marking “Do Not Duplicate” on them and locking up spares.
- ▶ When an employee is terminated, collect their keys and key fobs and change alarm and safe codes.

Improve Visibility on Your Property So Passersby Can See Activities Occurring

- ▶ Trim shrubs and trees, especially near access points, so they do not create hiding places for a burglar.
- ▶ Install exterior lights near entry points, behind the building and in alleyways.
- ▶ Keep the property clean and well maintained.

Target Harden Your Property

- ▶ Secure access points into the building and onto the property.

- ▶ Install well-built, solid core or metal reinforced doors and commercial grade locks.
- ▶ Apply security film on accessible windows to make them more shatter resistant.
- ▶ Install fencing or thorny vegetation that does not block visibility.
- ▶ Do not keep pallets or ladders outside, which can be used to access windows or the roof.
- ▶ Remove tools, rocks or other items on your property that can be used to break in.
- ▶ Move valuable merchandise away from windows after closing to prevent smash and grab thefts.
- ▶ Lock up more valuable merchandise at night in secured storage units or cages.
- ▶ Secure the safe with bolts so it cannot be removed.
- ▶ Secure sheds and garages with sturdy locks and hasps.
- ▶ Test your alarm system, make sure staff know how to use the system and keep emergency contact info with the monitoring company up to date to reduce false alarms.

