



For more information on this subject, please contact:

Crime Free Programs

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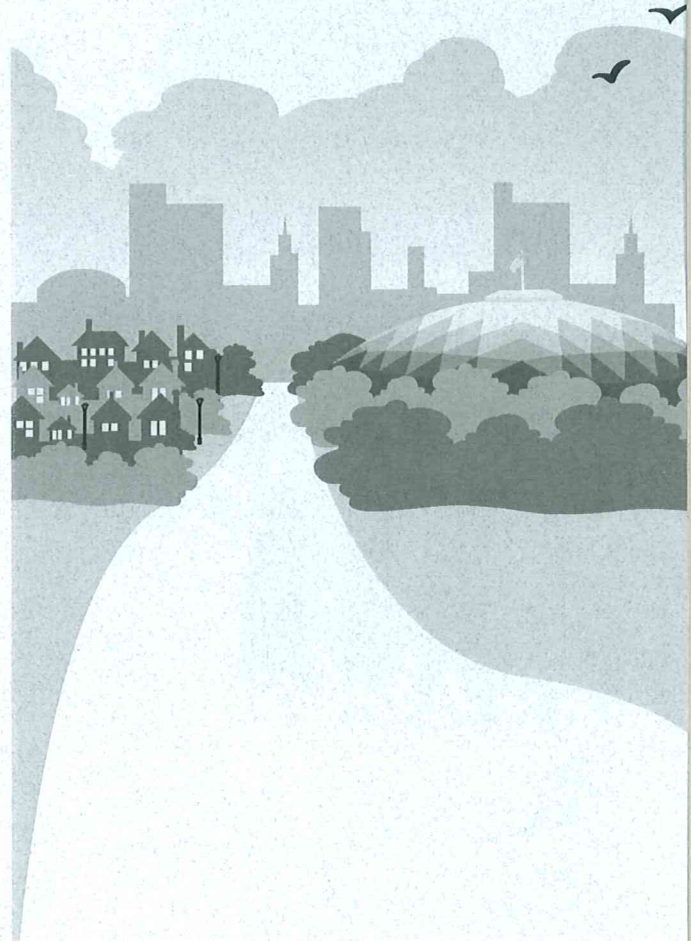
Fax (253) 591-5050

You may also want to examine our Internet site at:

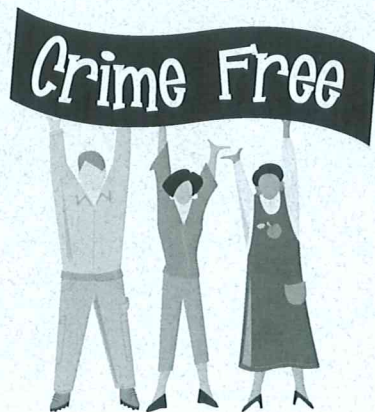
www.cityoftacoma.org

Crime Prevention

Top Ten Tips for Businesses



Have you ever wondered why some properties are victimized and others are not and what makes one property more susceptible to criminal attack than another?



1. Make sure the sightlines around your doors and windows are not blocked by landscaping or fencing. Remove weapons of opportunity that can be used as a means of attack from around your property in the event of a break-in. These include: baseball sized stones, small flower pots, ashtrays or anything that can be picked up or thrown.
* (See the Crime Prevention Through Environmental Design fact sheet for more information.)
2. Mark your valuable property
3. Make sure your property is well maintained and free from graffiti. Don't store items that can be used as ladders around your property.
* (See the Graffiti fact sheet for more information.)
4. Remind your staff to keep their cars locked and never leave valuables such as purses or wallets in a visible location or unattended at your desk.
* (See the General Business Security fact sheet for more information.)
5. Turn off your computer monitors at night.
6. Get involved in Crime Free Programs. Contact your local Community Liaison Officer
7. Shred all your waste paper.
8. Require all future employees to undergo a criminal background check as a condition of being hired.
9. Limit the movement of strangers within your business by developing a proper reception area or lobby with a controlled access.
10. Consider developing a "safe room" within the interior of your property to properly secure your computer hard drives. Lock all lap top computers in the safe room or take them home at night.