

Consider keeping bait money available for a criminal to take in the event of a theft. Bait money is cash from which you have recorded and kept a list of the denominations and serial numbers of the bills. If a theft occurs and this cash is taken, law enforcement may later be able to more effectively solve and prove the crime by linking your records to the recovery of this bait money from a suspect.

Make a written note and description of any suspicious person(s) or vehicle(s). Use the suspect description diagram appearing on page 10 of this brochure for this purpose. *(CAUTION: It is recommended that FFLs not approach, challenge, or otherwise place themselves in jeopardy with a suspicious person. If a suspicious situation is encountered, trust your instincts. FFLs should report it to the local law enforcement agency. FFLs should not pursue suspects. Remember, FFLs do not possess police powers and are liable as an individual for civil and criminal charges should they exceed their authority. The key is to OBSERVE and REPORT.)*

Post the Theft Warning Notice appearing at the end of this brochure in a window or other conspicuous location in your business to assist in theft deterrence.

EMPLOYEE SCREENING:

Institute an employee screening process. Conduct pre-employment background checks to include

contacting references and prior employers as well as conducting a criminal history check. Ask the references to name someone else for you to speak with that the job applicant did not list. Your local police department may assist you in conducting the records checks or require the applicant to bring a certified copy of a record check on them prior to employment.

BUSINESS CONSTRUCTION, SURROUNDINGS, AND SECURITY SYSTEMS:

Place a height measuring device next to all entrances/exits in your store for use to quickly gauge a robber or suspicious person's height. You can also accomplish this by simply marking the door frame with paint or a marker at intervals measured with a tape measurer.

Ensure the area surrounding your store has good lighting at night.

Keep any front windows unobstructed so that you can see suspicious individuals or vehicles located outside the store, individuals approaching the store, and so passers by can see in your store and detect any robberies that may be occurring.

Keep large shrubs and vines around your business low to the ground to reduce places for criminals to conceal themselves and to prevent criminals from climbing to potential points of entry.