



## **SAFETY TIPS FOR BUSINESSES**

- Register your business with the police: registration cards are available for business owners to share their home addresses and non-work numbers so if something happens at your business while you are not there, the police can get a hold of you. You can register online and provide your information for the City's CP3 database at [preparedchicago.com](http://preparedchicago.com) and click "become a partner".
- Attend CAPS meetings for your neighborhood. The contact information for the 18<sup>th</sup> and 19<sup>th</sup> districts can be found on the back of this sheet or visit [home.chicagopolice.org/get-involved-with-caps/how-caps-works/](http://home.chicagopolice.org/get-involved-with-caps/how-caps-works/).
- Be alert and observant.
- Dial 911 and lock your doors if someone is acting suspicious or you feel threatened; be sure to take mental notes of their age, sex, race, height, weight, clothing, etc.

### **CRIME DETERRENTS:**

- Keep cash handling to a minimum and make bank deposits as often as possible, but not on a predictable routine basis.
- Keep your business storefront and rear entrances well illuminated.
- Keep advertisements and merchandise out of the windows as much as possible to permit a clear view into the building.
- Keep rear or side doors locked at all times.
- Invest in automatic timers for lights outside (motion detector lights can help deter would-be criminals looking for easy opportunity).
- Invest in security system for your business.
- Don't leave personal/valuable belongings on desks, counters, or furniture unattended inside your business.
- Talk and develop relationships with neighboring businesses and residents and share information with one another (it is better to be a community rather than feel like you're on your own).
- Always leave businesses in groups of people if it late at night, and be sure to travel in more populated and well-lit areas.

### **IF A ROBBERY DOES OCCUR:**

- Take no action which would jeopardize personal safety and don't "hold out" on the bandit.
- Be as inconspicuous as possible when activating any type of alarm.
- Attempt to alert other employees by use of prearranged signals.
- Always have a plan for what employees should do in any type of emergency and have emergency numbers listed.



- Notify the police as soon as the robbers leave, giving the exact time and as much information as possible and be sure to file a police report.
- Protect the scene of the crime and stop others from disturbing the premises or touching anything.
- If possible, hold witnesses until the police arrive or record their contact information
- Write down all information immediately.

### **Chicago Police Department Contact Information**

#### **18<sup>TH</sup> DISTRICT: SOUTH OF FULLERTON**

1160 N. Larrabee  
Chicago, IL 60610

Sergeant Amanda Vanek  
Email: [Amanda.Vanek@chicagopolice.org](mailto:Amanda.Vanek@chicagopolice.org)  
Email: [CAPS018District@chicagopolice.org](mailto:CAPS018District@chicagopolice.org)  
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Twitter: [ChicagoCAPS18](https://twitter.com/ChicagoCAPS18)

#### **19<sup>TH</sup> DISTRICT: NORTH OF FULLERTON**

850 W. Addison  
Chicago, IL 60613

Sergeant Tom Walsh  
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