



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 and click "become a partner".
- Attend CAPS meetings for your neighborhood. The contact information for the 18th and 19th districts can be found on the back of this sheet or visit 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

18TH DISTRICT: SOUTH OF FULLERTON

1160 N. Larrabee
Chicago, IL 60610

Amanda Vanek

Business Liaison Sergeant

Email: Amanda.Vanek@chicagopolice.org

Email: CAPS018District@chicagopolice.org

Phone: 312-742-5870

TTY: 312-742-5773

Twitter: [ChicagoCAPS18](#)

19TH DISTRICT: NORTH OF FULLERTON

850 W. Addison
Chicago, IL 60613

Aaron Levine

Business Liaison Sergeant

Email: Aaron.Levine@chicagopolice.org

Chicago Police Department

Office: [312-744-4155](tel:312-744-4155)

Work Mobile: [312-545-1906](tel:312-545-1906)