



With the recent changes in the economy there is concern that there will be an increase in criminal activity. Please be aware of potential risk factors that may lead to criminal activity in and around your business. Below you will find a list of suggestions to aid you in securing the safety of your business, employees and customers.

- Ensure an uncluttered and well-lit view of the sales area from the outside. Minimize curtains, posters, advertisements, and decorations from windows and entrances.
- Staff should have an unobstructed view of customers and merchandise from their workstations, and they should know the proper procedure if they spot a shoplifter.
- Mirrors allow staff to monitor blind-spots, however, they should not be positioned where customers can view behind counters or cash registers.
- Staff should be trained to recognize counterfeit currency, credit cards, and false identification, as well as what to do when presented with these items.
- Installing electronic funds-transfer equipment enables the business to accept ATM and credit cards, prevents bad checks and reduces the amount of cash on the premises.
- Excess cash should be transferred from the cash register frequently, and cash registers should be emptied every night.
- Staff should be trained on proper money-handling procedures, including counting money in a secure area out of the view of customers and passers-by.
- Visitors, including suppliers and delivery personnel, should always be escorted while on the premises, especially in staff-only areas.
- Staff should have a safe place to store their purses and personal effects, such as locking desk drawers or lockers in a secured area.
- Surveillance cameras should be serviced and maintained regularly.
- Parking lots should be well-lit and maintained to ensure customer safety.
- If you have any questions or concerns, please contact PSS Kym Cloughesy via email at lbpeast@longbeach.gov

**Long Beach Police Department
East Patrol Division
4800 Los Coyotes Diagonal
Long Beach, CA 90815**

BUSINESS EMERGENCY INFORMATION FORM

Please PRINT LEGIBLY or TYPE the following information:

Business Name: _____ Date _____

Complete Business Address: _____

(including zip code)

Business Mailing Address: _____

Business Telephone Number: (_____) _____ FAX _____

Business Owner's Name: _____

Business Owner's Home Telephone Number: (_____) _____

Business email address: _____

Type of business: _____

Manager's Name: _____

Normal Business Hours: _____

24-Hour Emergency Contacts:

Name: _____ Telephone Number: (_____) _____

Name: _____ Telephone Number: (_____) _____

Name: _____ Telephone Number: (_____) _____

Name: _____ Telephone Number: (_____) _____

Mail completed form to the address shown at the top of the form, or fax it to (562) 570-1126.

Email any questions and concerns to PSS Kym Cloughesy at ~~570-5808~~@longbeach.gov or call

the East Division Community Policing Office at (562) 570-5808.
lbpeast