



Orangeburg County Sheriff's Office

SHERIFF LEROY RAVENELL

Crime Prevention Tips for your Business

Safety

- ☑ 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.
- ☑ 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.

Cash Procedures

- ☑ 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.
- ☑ Vary days and times for banking and don't carry deposits in marked bags.

Security

- ☑ Ensure an uncluttered and well-lit view of the sales area from the outside. Minimize curtains, posters, advertisements, and decorations from windows and entrances.
- ☑ Outside lighting should cover areas like parking lots, entrances, windows and alleys. Inside the business it is important to use lighting to reduce hiding places for thieves.
- ☑ Use heavy, solid doors and quality locks. Locks can only prevent unauthorized entry when they are used.
- ☑ Make sure that skylights, vents, loading docks or other openings can be secured.
- ☑ Employees should be trained on the proper use of the alarm system to ensure it is used correctly.
- ☑ Surveillance cameras and recording equipment, should be serviced and maintained regularly.

**Always report suspicious activity
and persons to law enforcement.**

EMERGENCY CONTACTS

Emergency 911

Sheriff's Office 803-531-4647
(non emergencies)

Crime Stoppers 888-CRIME-SC