

If you are held up

1. Remain calm.
2. Do not resist.
3. Be identification conscious.
4. Report the robbery immediately. Dial 911 and DO NOT HANG UP.
5. If possible, protect the crime scene.
6. Your cooperation with police will help assist in the investigation.

For more information, call your local district station.

- Fair Oaks District Station
703-591-0966
- Franconia District Station
703-922-0889
- Mason District Station
703-256-8035
- McLean District Station
703-556-7750
- Mount Vernon Station
703-360-8400
- Reston District Station
703-478-0904
- Sully District Station
703-814-7000



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Fairfax County Police
Department
4100 Chain Bridge Road
Fairfax Virginia 22030

Phone: 703-691-2131
www.fairfaxcounty.gov/police

This document is available in an alternative format upon request. Please call the Fairfax County Police Department at 703-246-7562 or TTY 703-204-2264.

**FAIRFAX COUNTY
POLICE DEPARTMENT**

Protect Your Business

Commercial Robbery Prevention



May 2007

PROTECT YOUR BUSINESS

Robbery prevention starts with you and your employees. Safe design of your business layout and continuing education for your employees will help deter would-be robbers.



The following guidelines will assist you in preventing a robbery at your business.

1. Call the police at once if you notice suspicious strangers loitering near or in your place of business.
2. Never block the view into your store by crowding display windows. It is important to maintain visibility into your business establishment at all times.
3. Secure your teller and cashier operations. Install barriers to keep unauthorized persons out of these areas.
4. If practical, mark doorways at varying heights to allow proper identification of robber's height.
5. Install a holdup alarm system and make sure it is registered with the Fairfax County Alarm Unit.
6. Leave exterior lights on for safety.
7. Install a drop safe.
8. Use two people to open and close your business. Establish a system or prearranged signals. One person should stay outside until the other gives the all clear signal.
9. Keep cash on the premises to a minimum. Make frequent pickups of money from registers and make regular bank deposits at various times of the business day.
10. Do not establish a habitual routine when making bank deposits.
11. Keep the safe in your place of business locked at all times.
12. Check the references of job applicants before you hire them.
13. In the event you are contacted about an emergency at your business, and the call is of questionable validity, please verify the call with the police dispatcher, 703-691-2131, before going to your business.
14. Have frequent meetings with your employees in order to familiarize them with holdup prevention measures which you have initiated.
15. Keep a log of employee and manager phone numbers who have access to keys.

