

## CLOSING THE BUSINESS AT NIGHT

- Before closing remember to turn on interior and exterior lights.
- Leave the cash register open and empty.
- Check the business to make sure that there is no one still left in the building.
- Secure and check all doors, windows and locks before leaving.
- Look outside before walking out. If something doesn't look right report it.
- When walking to your vehicle have your keys in hand and ready to open the vehicle door.

Dear Friends:

Since 1909, the deputies of Palm Beach County have provided a safe environment for thousands of people who live, work and visit Palm Beach County. The Sheriff's Office is committed to improving awareness, and sharing the fundamentals of crime prevention in order to ensure our community is safe and secure.

The goal of crime prevention is to reduce the risk of becoming a victim. In order to accomplish this effectively, it is important to remove opportunities for a criminal to take advantage of you and your property. You are attempting to prevent either victimization or criminalization by presenting an unattractive target to the criminal. This can be as complex as installing a high tech alarm system and lighting to something as simple as locking your doors.

Crime prevention is using instinct, common sense, and taking action to eliminate or greatly reduce the criminal's opportunity. We all have a personal part to play regarding crime prevention. A large share of the responsibility of reducing criminal opportunity lies with you.

Thank you for working with us to make Palm Beach County a safer place for all its citizens.

Sincerely,

Ric Bradshaw, Sheriff  
Palm Beach County



## Crime Prevention Tips from THE PALM BEACH COUNTY SHERIFF'S OFFICE

For More Information Contact...

- |   |  |
|---|--|
| <input type="checkbox"/> DISTRICT 1<br>3228 Gun Club Road<br>West Palm Beach, FL 33406<br>(561) 688-3000              | <input type="checkbox"/> DISTRICT 10<br>700 - 6th Street<br>Lake Park, FL 33403<br>(561) 881-3326                                |
| <input type="checkbox"/> DISTRICT 2<br>1755 East Tiffany Drive<br>Mangonia Park, FL 33407<br>(561) 848-2513           | <input type="checkbox"/> DISTRICT 11<br>335 S.W. 2nd Avenue<br>South Bay, FL 33493<br>(561) 996-6511                             |
| <input type="checkbox"/> DISTRICT 3<br>8130 Jog Road<br>West Palm Beach, FL 33412<br>(561) 776-2000                   | <input type="checkbox"/> DISTRICT 12<br>115 East Main Street<br>Pahokee, FL 33476<br>(561) 924-3565                              |
| <input type="checkbox"/> DISTRICT 4<br>345 S. Congress Avenue<br>Delray Beach, FL 33445<br>(561) 274-1075             | <input type="checkbox"/> DISTRICT 13<br>1224 S.W. Avenue E Place<br>Belle Glade, FL 33430<br>(561) 996-7270                      |
| <input type="checkbox"/> DISTRICT 5<br>38840 State Road 80<br>Belle Glade, FL 33430<br>(561) 996-1670                 | <input type="checkbox"/> DISTRICT 14<br>120 North G Street<br>Lake Worth, FL 33460<br>(561) 586-1611                             |
| <input type="checkbox"/> DISTRICT 6<br>7894 S. Jog Road<br>Lake Worth, FL 33467<br>(561) 357-7000                     | <input type="checkbox"/> AIRPORT<br>1000 James L. Turnage Blvd.<br>West Palm Beach, FL 33406<br>(561) 471-7450                   |
| <input type="checkbox"/> DISTRICT 7<br>17901 US Highway 441<br>Boca Raton, FL 33498<br>(561) 558-2700                 | <input type="checkbox"/> COURT SERVICES<br>205 N. Dixie Hwy.<br>Room #1.1200<br>West Palm Beach, FL 33401<br>(561) 355-2760      |
| <input type="checkbox"/> DISTRICT 8<br>12794 Forest Hill Blvd.<br>Suite 14A<br>Wellington, FL 33414<br>(561) 753-8547 | <input type="checkbox"/> PARKS ENFORCEMENT<br>2700 - 6th Avenue S.<br>Lake Worth, FL 33461<br>(561) 493-2840                     |
| <input type="checkbox"/> DISTRICT 9<br>11498 Okeechobee Blvd.<br>Royal Palm Beach, FL 33411<br>(561) 790-5180         | <input type="checkbox"/> TRAFFIC DIVISION<br>3200 Belvedere Road<br>Building 1169<br>West Palm Beach, FL 33406<br>(561) 688-3700 |



## BUSINESS BURGLARY INFORMATION



More than any other crime, Burglary is a crime of opportunity. Burglars aim for easy targets. Most will give up if they can't get in within a few minutes. A burglar is in a constant race with time, if they are observed they increase the chance of being caught.

Palm Beach County Sheriff's Office  
Ric L. Bradshaw, Sheriff

*The first step toward proper security against burglary is to take time to evaluate your current security measures.*



## LIGHTING

It is important for your business to be properly lighted inside and outside. Outside lighting is recommended near all doors and windows. All lighting is recommended to be strong eliminating shadows which can conceal a burglar. All lighting is recommended to be checked on a regular basis.

## DOORS AND WINDOWS

The most vulnerable parts of any business are glass areas. In more than half of business burglaries, entry is made by breaking the glass.

## DOORS

Are recommended to be of a sturdy material either metal or solid wood. Check the doorframe; make sure it is also solidly built. Replace or modify hinges on doors so that they can not be removed.

## WINDOWS

It is recommended to install supplementary locks on all moving windows. Pinning a window shut reduces the chances of it being pried open. Make sure the latch works properly. The use of key-operated locks and bars on windows is discouraged because of the fire hazard. Be careful that any method you use to secure windows does not hinder the escape in an emergency.

## ALARMS

A reputable alarm company is recommended. When contacting a company request a survey from the company. It is recommended that all entrances, exits, inner doors, overhead doors and windows are alarmed. Motion sensors are recommended throughout the business. Glass break sensors are recommended for large display windows. When installing an alarm check with the alarm company to insure that an alarm permit has been obtained from the Sheriff's Office.

## VIDEO SURVEILLANCE SYSTEM

It is recommended that when installing a surveillance system, the system be the type that a copy can be downloaded onto a disc or tape. The recording device is recommended to be kept in a locked cabinet in an office which is also locked. Burglars will remove either the disc or the tape if the recording device is left in plain view. Sometimes they even remove the device itself. If your business is burglarized let the officer know that you have a surveillance system so that they can obtain a copy which will aid in the arrest of the criminal. Have your system serviced on a regular basis. If using a VHS recording system, change the tape every day. After six months replace all tapes because after an extended period of time they wear out and produce poor quality videos.

*Other things that are recommended to be considered when evaluating your current security measures...*

## LOCKS

A deadbolt lock with a one-inch throw or more is recommended on front and rear doors. A strike plate is recommended for the outside of the door to cover the lock/throw system to prevent the lock from being pried. A deadbolt lock is recommended for interior doors on offices and leading into work areas.

## KEY CONTROL

It is recommended that you limit the amount of keys given to employees. Have the keys stamped "Do Not Duplicate". This will eliminate copies from being made. If an employee is terminated, leaves, or loses a key it is recommended that the locks be changed or re-keyed. If a pad lock is required to secure a container, shed, gate, etc. a shrouded lock is recommended.

## SLIDING BOLTS AND BAR SYSTEMS

A sliding bolt which is installed on the rear door sliding into the frame of the door is a good security measure and can be purchased at any hardware store.

The bar system is bolted to the door then special brackets are installed on the inside of the door-frame which hold the door closed with a bar.

## VENTILATION SYSTEM

Roof entries are rare but are becoming more popular and do happen. Check air ducts to see if they are large enough for a person to crawl through from an entry point on the roof. Metal mesh, metal bars, and if need be a metal cage, can be used to secure areas on the roof where entry can be gained. Remove any obstacles that can be used by a burglar to climb to the roof.

*Don't make it easy for a burglar to gain entry to your business.*

## LANDSCAPING

It is recommended that trees and shrubs around windows be trimmed. The height for shrubs is 3 ft. Proper landscaping will sometimes deter a criminal.

## "CAUTION"

When you arrive at your business and find that it has been burglarized, **Do Not Enter It**, because the burglar may still be inside. Call the Sheriff's Office, they will respond and check the building first to make sure it is safe to enter. Go to a safe area away from the business where you can observe and wait in your vehicle.

Many business owners ignore the safety factor and enter the business, by doing this they put themselves in danger. Valuable evidence can also be destroyed by entering that could lead to the identification and the arrest of the burglar.