



Business Security Audit Checklist

The Port Alberni RCMP is committed to public safety and crime prevention. During these unprecedented times, communities across BC and Canada are reporting an increase in business property crime (break and enter, mischief, etc.).

The following *Business Security Audit Checklist* can assist business owners in preventing business property crimes.

Business Security Audit Checklist

This is a guideline to help prevent theft and after hours break-ins.

- Be aware of loiterers and suspicious behaviour during business hours.
If noted, acknowledge individuals/groups and ask if assistance is needed.
- Ensure employee and storage areas are secure at all times.
- Print and display signs advertising security methods, including real or implied surveillance, and fines imposed for criminal behaviour. For signage suggestions, please contact us.
- Fasten tip jars and collection boxes to the counter.
- Check all doors and windows, including ceiling and/or rooftop entrances, to ensure they close and lock securely. Consider posting "Alarm Activated When Open" signs on underused or out of sight doors.
- Entrances should have a deadbolt with a minimum one-inch bolt and a saw-resistant insert.
- Check and replace light bulbs to ensure all entrances have proper overnight lighting.
- Do not prop open unattended doors or windows.
- *Log It! – Record property on a paper or electronic spreadsheet. Make sure to include at least the following information for each item:
 - Serial number
 - Make & model
 - Colour
 - Any identifying or unique marks
 - Photographs
- Ensure your alarm company has an up-to-date emergency contact list.
- Test video surveillance and recording equipment to ensure good quality images and the actual areas/view being captured. Adjust if necessary.

- Ensure on-duty staff know how to operate the video surveillance recording equipment, including how to download a copy of video for the police.
- Remove all merchandise displayed near the window and in your store during non-business hours.**
- At closing, cover back displays and showcases with either a dark cloth or sheet or one that is of a similar colour to the interior of your business.
- Display an empty cash register tray at the door, if that is an option.
- Check to make sure bathrooms, change rooms, and similar self-containing areas are empty when you leave at night.
- Apply or install glass protection for store windows and doors, such as polycarbonate sheets, bars, or roll-down covers.
- Invest in an alarm system and/or CCTV system if one is not already in use.
- Work with your neighbouring businesses to share the cost of hiring overnight or mobile security or patrol.

If your business is closed temporarily, designate someone to collect the mail, sweep and remove litter in recessed entranceways, and remove dirt or soiling on windows and ledges. A space that is tidy suggests someone is watching over and caring for your business in your absence.

If your business is still operating, look out for your neighbours. Please help to keep our community and businesses safe!

LOCAL RESOURCES:

- For a crime in progress, call 911.
- For suspicious behaviour call 911.
- For nuisance or trespassing call the RCMP Non-Emergency Line at 250-723-2424.
- For excessive garbage or discarded needles, call City Works at 250-720-2840.
- For encampments on sidewalks and in front of businesses, call the City of Port Alberni By-law department at 250-720-2831.

For updates on support and assistance with advocacy on behalf of your business call the Alberni Valley Chamber of Commerce at 250-724-6535.

ONLINE REPORTING: If you have a crime to report that have no suspects or witnesses, have lost something that costs less than \$5,000, had something stolen or vandalized that costs less than \$5,000 and have no items involving personal identity, firearms, licence plates or decals please visit the following link to make a report. <http://portalberni.bc.rcmp-grc.gc.ca> .