

Catholic Mutual. . . "CARES"

BUSINESS SECURITY

Because of the nature of activities at various (Arch)Diocesan locations, many of these facilities could easily be distinguished as a business. Therefore, we must address the issue of security much like that of a business owner and make a concerted effort to prevent potential loss. Crimes against businesses are usually crimes of opportunity. The reduction of opportunities for crime will help prevent loss.

Lights

1. There should be a night light inside the building.
2. All entry points should be well illuminated.
3. All alleys and the rear of the building should be well lit.

Locks

1. One-inch dead bolt locks should be installed on all outside doors and double cylinder long-throw dead bolts should be installed on all doors with glass panels.
2. Key control is important. A labeling system for business keys should be developed.
3. Make sure that all padlocks are solidly mounted and never left open, even on an open door. This practice will prevent key duplication. Keep in mind that padlocks should never be used on designated exit doors.
4. All locks should be changed when a key is lost.
5. All roof openings, air ducts, skylights, hatchways, air conditioners, and basement openings should be secured.

6. Don't lock a burglar inside when you leave. A walk-through of the building should be conducted prior to leaving the building for the evening.

Doors

1. The lining on all exterior doors should be metal since metal resists drilling and sawing.
2. There should be bars placed on the inside of rear doors to prevent easy entry.
3. Glass and metal doors should have a cylinder guard and armored strike protection.
4. Double doors should be equipped with multiple-point, maximum security long bolts.
5. All door frames should be checked for looseness, rotting, or expansion capabilities.
6. Non-removable hinge pins should be installed on doors that swing outward.
7. All doors should be routinely checked to determine if they are locked after normal business hours.

Windows

1. All ground floor windows and other accessible windows should be barred or fitted with security screens.
2. Entry-resistant plexiglass should be used where applicable.
3. All window frames should be checked for looseness or rotting.
4. All windows should be clear of obstruction, to allow for clear visibility into the building.

Alarms

1. An alarm system should be installed and regularly checked for any system failures.
2. It should be clearly indicated that your business is alarm-equipped.
3. All staff should be properly trained in the alarm procedure to help minimize false alarms.

Safes

1. Minimize cash-on-hand with frequent, irregular bank deposits.
2. A money safe offers better protection than a fire-resistant record safe.
3. The safe should be anchored to the floor.
4. When changing employees, the combination to the safe should also be changed.
5. To help prevent unnecessary damage after business hours, leave empty cash drawers open

Outdoors

1. Do not provide hiding places. Keep all weeds, shrubbery, and debris away from windows and doors. Avoid any high displays or obstruction near the windows. Lock up all ladders and potential break-in tools.

Operation Identification

Operation Identification is a method utilized by businesses to mark valuable equipment such as copy machines, adding machines, computers, audio/visual equipment, etc. These items are marked with your identification number (a number issued by the local police department, law enforcement agency, parish, school, or other facility identification number), as well as the location name and address.

The marking of the items involves three basic phases:

1. Marking the appropriate valuable property with an electric engraver (good quality, heavy-duty) or a black light pen.
2. Mounting stickers (decals) on your doors and windows that state the property has been marked for ready identification.
3. Completing an Operation Identification information card that is kept on file for reference at the police department crime prevention unit office. (This is done with the assumption that your police department or law enforcement agency has an Operation Identification program.)

Marking your property can accomplish the following:

1. It acts as a deterrent. Thieves do not like to steal items that have been marked. There is much less risk for them to steal items from individuals who have not marked their property.
2. Marked property is also a risk for the fence or person that receives or buys the stolen property. This fact lowers the resale value of the item since the fence will either lower his price or may decide that he/she won't even buy the item.
3. Engraving property allows the owner to place a more permanent mark on items. Some property doesn't have an identification number on it. The black light pen leaves an invisible mark on the item that will show up under a black light.
4. It immediately identifies the property as being stolen property. Your property is the same type, model, etc. The only distinguishing features may be identification numbers or damage.
5. It greatly increases the chance that your property may be recovered and returned to you and/or your insurance company.