

Crime Vulnerability Checklist

This crime vulnerability checklist is to help you evaluate conditions found to invite crime. Every evaluation that results in a "NO" finding should be examined and given careful consideration when implementing the suggested procedure or one like it. When in doubt about your procedures, seek advice from local police regarding crime predominant in your area.

1. Is the emergency procedures poster located at or near the telephone?
2. Have all employees been instructed in the crime-prevention areas pertaining to opening, closing, and operations during business hours?
3. Have all employees been instructed in the location, use, policy related to the robbery alarm system?
4. Are robbery alarm switches located in more than one area of the restaurant, i.e. cashier, kitchen, back room, walk-in refrigerator, etc.?
5. Have employees been instructed as to what actions to take in the event of a false robbery alarm?
6. Are the restaurant's robbery and burglary alarms tested regularly by the alarm company?
7. Do two or more employees work as a team for both opening and closing the restaurant?
8. Do opening employees inspect the restaurant once looking for any stranger loitering before entering?
9. Do opening employees drive around the restaurant once looking for any strangers loitering before entering?
10. Once satisfied upon entry, does one employee wait outside while the other enters?
11. Does the entering employee inspect the entire restaurant, including restrooms, all storage areas, etc., and activate all normal lights, etc., and then exit?
12. Does the inside employee then rejoin the outside employee to show that he or she is not being threatened?
13. If the inside employee fails to exit, is the outside employee instructed to call the police at once?
14. After the above procedures are completed, do both employees enter and secure all outside doors while they await the arrival of other employees?
15. Are opening employees instructed to admit only employees that are scheduled, and only if they approach alone or in a group with other scheduled employees?



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16. Before opening for business, are all cash registers supplied with only the minimum Amount needed?
 17. During daily operations, are all the cash registers inspected regularly to prevent cash buildup above the minimum amount needed?
 18. Is the cash register in a highly visible area of the restaurant, easily seen by patrons and other employees?
 19. Is the cash register area well lighted?
 20. Are all windows to the street and sidewalk free of advertising displays, etc., and view of the cash register area unobstructed?
 21. Are all outside doors equipped with locks and peepholes or windows?
 22. Are all doors (except patron doors) kept locked during business hours?
 23. Is trash dumpster area well lit? Is trash removed by employee only once and time varied?
 24. Are all employees instructed to report unusual conduct by patrons or others?
 25. Have employees been instructed to not give out information regarding restaurant operations to patrons, repair technicians, or telephone callers?
 26. Is there procedural control over the presence of friends or ex-employees in the restaurant after closing or during business hours?
 27. Do you have an established closing procedure that is mandatory for all employees?
 28. Are two or more employees required to conduct closing procedures?
 29. Is the entire restaurant inspected half an hour prior to closing to determine if any possible suspects are hiding inside?
 30. Is a second interior inspection conducted as the last patrons leave the restaurant?
 31. Are all doors locked after the last patron leaves the restaurant?
 32. Do closing procedures require that after closing, no one is admitted to the restaurant?
 33. Are employees instructed to keep all doors locked during cash-counting procedures and that no employees are permitted to exit to remove trash, etc.?



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34. Are cash-counting procedures conducted only in a locked office?
35. Are all doors kept locked until the cash is secured in a safe equipped with a time lock or in a safe that cannot be opened by closing employees?
36. Have safe procedures been established for locking up the restaurant at night?
37. When locking up, does one employee remain inside and watch as others go to their cars? Does one outside employee inspect the car of the inside employee and then drive his own vehicle up to the restaurant to pick up the one remaining inside employee after he or she locks the door? Does he then drive that employee to his or her car and wait until he or she is on the road?
38. Have all employees been instructed in procedures to follow after a crime has been committed in the restaurant?
39. Have all employees received the following instructions?
- Do as the intruder commands
 - Speak slowly and calmly to intruders
 - Do not attempt heroics
 - Make no sudden or unexpected movement with your hands
 - Place money on the counter in front of the robber, then back away from the counter slowly, keeping your hands in view at all times
 - Study the suspect carefully, noting physical features, clothing, etc.
 - Watch and listen for vehicles leaving the scene of a crime
 - Write down physical descriptions, vehicle descriptions, directions, direction taken, etc., as soon as possible after the robber leaves
 - Call the police as soon as possible, using the emergency procedure poster to ensure that you give them the needed information
 - Preserve any evidence left at the scene by the suspects, e.g., robbery note, objects handled, etc.
40. Do two or more employees perform banking operations?
41. Have all appropriate employees received the following banking operation instructions?
- When making trips to the bank to make deposits of cash, alter the time and route to avoid establishing a predictable pattern.
 - While at the bank, talk only to the tellers; avoid talking to strangers or talking where strangers can overhear discussions of restaurant operations or procedures.
 - Do not approach a night deposit box if others are at or near it; circle the block once and make your drop after others have left.
 - Always report any unusual observations to the manager or owner upon return to the restaurant.