**Retail Security Tips**

For larger companies who have a security department, follow your procedures when dealing with a security related incident, whether it be a theft, damaged property, or unruly customer.

Look into joining the Colorado Organized Retail Crime Alliance, COORCA, [www.coorca.org](http://www.coorca.org)

 For Small business owners,

 Locate you counter or front register near the front door

 Look at and greet everyone who enters your business, make eye contact

Have extra employees on hand so you can assist customers while still watching the front entrance

Keep limited amounts of cash in the cash register. Keep change in the safe until needed. Make deposits daily, if not more often

Empty tip jars frequently

Keep higher end products, or products commonly stolen in a secured case or location

Remove posters, signs, etc. from your windows so that citizens and officers can see clearly into your business from outside

Add security cameras and a recording system to your business. Advertise this to your customers. Make sure you can operate your system and provide a copy of the video footage to APD Officers if needed.

Make an online Police Report for shoplift incidents if the suspect is not detained and/or you do not know who he or she is, <https://secure.coplogic.com/dors/startreport/102793300/193660505>

If the suspect is detained, call APD Dispatch at 303-627-3100 to report the incident and request an officer respond. Keep in mind that the responding officer will most likely issues a summons to the suspect and possibly take him or her to the jail. Most are released on the summons. Anyone employee involved with the shoplift from your business will be required to appear in court to testify, if the case goes to court.

Call 911 if there is an escalated or physical threat present which would require an APD response

Request APD PAR officers conduct a security site survey for your business, [www.District1PAR@auroragov.org](http://www.District1PAR@auroragov.org)