

# SECURITY REMINDERS FOR BUSINESS OWNERS & MANAGERS

- If your business is closed during the local emergency declaration:
  - Review your security plans.
  - Remove all cash from the business leaving cash drawers open and empty.
  - Remove or secure items of opportunistic theft, especially items that can be seen and then grabbed by smashing an exterior window.
  - Lock up liquor.
  - Ensure your security system is operational and accessible. Arm it every time someone is not present.
  - Check to make sure security cameras are working and aimed at the right locations to capture suspicious activity and suspects' faces.
  
- If your business is open or open while limited to delivery, takeout and drive through orders:
  - Review your security and staffing plans to ensure a sufficient number of employees are on site.
  - Review plans for limiting opportunities for crime and ensure staff know your procedures for robbery and theft incidents.
  - Review your policies for cash on hand.
  - Control access to the establishment for customers coming in for pickups; maintain safe spacing of at least 6-feet between people.
    - Lock all doors that are not being used for the operation of your limited business.
    - Secure access to non-public areas, bathrooms and storage rooms.
  - Train staff to be observant and report suspicious people within or around your business
  - Check to make sure security cameras are working and aimed at the right locations to capture suspicious activity and suspects' faces.
  - If you are using delivery drivers, review safety plans with drivers. Remind them to be vigilant if approached by a stranger on the street. They should **never** leave the keys in their car and **never** leave the car running while making the delivery.

If you have any questions, please contact: Crime Prevention Specialist Jessica Kawas at [jessica.kawas@minneapolis.gov](mailto:jessica.kawas@minneapolis.gov) or Crime Prevention Specialist Jennifer Waisanen at [Jennifer.Waisanen@minneapolis.gov](mailto:Jennifer.Waisanen@minneapolis.gov).

**BE AWARE OF YOUR SURROUNDINGS. CALL 911  
IF YOU ARE A VICTIM OR WITNESS TO CRIMINAL ACTIVITY**