

**ADDITIONAL SAFETY &  
PREVENTION SERVICES  
SPONSORED BY CHPD**



FREE ID KITS are available to parents at the  
Charlestown Police Department.

A  
CHILD  
IS  
MISSING  
ALERT<sup>SM</sup>

REGISTER FOR ALERTS at  
[www.achildsmissing.org/sign.asp](http://www.achildsmissing.org/sign.asp).



FREE GUN LOCKS are available at the  
Charlestown Police Department.

FOR MORE INFORMATION ON ANY OF THE  
ABOVE PROJECTS, VISIT [WWW.CTOWNPD.COM](http://WWW.CTOWNPD.COM).

## SMALL BUSINESS TIPS

Take a hard look at your business, its physical layout, employees, hiring practices, and overall security. Assess vulnerability to all kinds of crime, from burglary to embezzlement. Basic prevention principles include:

Use good locks, safes, and alarm systems. Keep detailed, up-to-date records. Store back-up copies off the premises. Maintain after hours contact information with local police department.

### Burglary Prevention

- Make sure all outside entrances and inside security doors have deadbolt locks
- All outside or security doors should be metal-lined and secured with metal security crossbars.
- Light the inside and outside of your business, especially around doors, windows, or other entry points.
- Keep your cash register in plain view from the outside of your business, so it can be monitored by police during the day or at night. Leave it open and empty after closing.
- Be sure your safe is fireproof and securely anchored

### Robbery Prevention

- Keep windows clear of displays or signs and make sure your business is well-lighted.
- Place cash registers in your front store section.
- Keep small amounts of cash in the register to reduce losses. Use a drop safe for large bills.
- Make bank deposits often and during business hours. Don't establish a pattern.

### Employee Theft Prevention

- Audit employees regularly.
- Follow strict hiring practices, and request a FREE local records check on every applicant before hire. Email name & DOB to [CID@ctownpd.com](mailto:CID@ctownpd.com).
- Limit access to keys, the safe, computerized records, and alarm codes.
- Reward employees for uncovering security problems and for doing a good job.

[WWW.CTOWNPD.COM](http://WWW.CTOWNPD.COM) for more Tips



*provided as a public service by the*

**CHARLESTOWN  
POLICE  
DEPARTMENT**

**701 Main Street  
Charlestown, IN 47111**

**812-256-6345**  
(Non-Emergency Line)

**812-256-CHPD**  
ANONYMOUS TIP LINE

**812-256-7128**  
(Department Fax Line)

[www.ctownpd.com](http://www.ctownpd.com)

# Personal Safety & Crime Prevention Steps

Personal Safety & Crime Prevention begins with you, the following three steps easily overhaul your risk of being a victim of crime.

## STEP ONE: *The everyday little habits.*

Always report anything suspicious in your neighborhood to police, immediately. Clothing and vehicle descriptions are helpful to police investigations.



- Always be observant of your surroundings, wherever you are, at home, at work or at play.
- Refrain from carrying around on a daily basis, important personal documents such as birth certificates or social security cards.
- Keep your date of birth as confidential as your social security number. Never provide personal information to anyone over the telephone or internet. Never answer a request to provide log in information for internet accounts or email.
- Never pay money to claim a prize or cash a check to obtain partial earnings. If it's too good to be true, it most likely is a scam.
- Park your vehicle in night-time well-lighted areas; and NEVER leave your vehicle unlocked while unattended...even at home in your driveway.
- If you must walk alone to your car or about at night, be ready to defend yourself with a set of keys in hand, make sure a cell phone is handy, stay alert, aware of your location; and scream and run if threatened of attacked.
- Always report being a victim of any crime to police, as soon as it happens.

**Dial 911 in case of EMERGENCY**

## STEP TWO: *Around the Home Safety.*

Always report anything suspicious in your neighborhood to police, immediately. Clothing and vehicle descriptions are helpful to police investigations.



- Maintain and use good working locks on all doors and windows of your home and out-buildings.
- Use exterior lighting at night, well-lit areas deter criminal activity. The use of lighting timers and motion sensors allow for consistency and energy conservation.
- Leave a night time interior light on when not at home, gives the appearance someone might be home.
- Keep exterior shrubs and trees trimmed away from your home windows and doors, minimizing areas prowlers can hide and stake out your property.
- Use interior window coverings such as drapes and blinds to obscure visible valuables inside your home. Don't advertise your valuables for criminals to be enticed.
- When out of town for an extended period of time, have a trusted family member check your property and collect your mail on a daily basis. Don't advertise being out of town on social networking sites such as Facebook® and MySpace®.
- If affordable, use alarm services and security camera systems to increase property security around the clock.

**WWW.CTOWNPD.COM for more Tips**

## STEP THREE: *Proactive Deterrence.*

Final Step in minimizing risk.

- Maintain and use good working locks on all doors and windows of your home.
- Leave a night time interior light on when not at home, gives the appearance someone might be home.
- Use interior window coverings like drapes and blinds to obscure valuables inside your home. Don't advertise your valuables for criminals to be enticed.
- Maintain an up to date list of the make, model and serial numbers of all valuable property; especially electronics and anything irreplaceable. Engrave a unique mark on any valuable that does not have a manufacturer serial number. Keep purchase receipts of significant value items with the list.
- Photograph jewelry close up (from 3-4 inches) with a descriptive list for identification purposes. Engrave a unique mark, if possible without degrading its look or value. Remember, most jewelry is not unique and does not have a serial number for tracking.
- Photograph any and all weapons, documenting their make, model, serial number and purchase information. Keep weapons secure of minors, using gun locks to prevent tragedies.
- Keep significant valuables in a safe or hidden. Keep prescribed scheduled drugs in a private place, under lock and key, at all times. Do not access medications out in the open and do not advertise what medications you are prescribed.

