LINCOLN POLICE DEPARTMENT

OCTOBER—DECEMBER 2002

The "NET" BUSINESS WATCH

'TIS THE SEASON...

IN BRIEF…… Time to be on guard, especially for SHOPLIFTING, EMPLOPYEE THEFT, BAD CHECKS, and COUNTERFEITING.

SHOPLFTING -

Methods: Concealment, palming, ticket switching, wear over, hidden in merchandise, grab and run

Prevention: Be alert when groups enter the store. Plan the sales floor layout for best observation. Keep dressing rooms secured & clean, limit # of items. Make contact with everyone who comes into the store. Don't put your expensive items by the door.

Once someone has shoplifted: Know what they took. Keep them in sight. Approach them after they pass the last point of payment. When making contact, don't accuse, say "I think you forgot to pay for something" or a similar comment. Call the Police at 441-6000

EMPLOYEE THEFT-

Theft of Cash : Under ringing the cash sale or failing to ring it up at all, dipping into petty cash, giving fraudulent refunds to accomplices or fictitious refunds

Theft of Merchandise: Passing merchandise to friends, giving employee discounts to friends, hiding merchandise & taking it out of the store on break or at the end of their shift

Preventing Employee Theft: Screen new employees—you can do a criminal history check on the city web site at a cost of $10;

www.ci.lincoln.ne.us/city/police

Pay attention to employees who appear to be under financial or personal stress. Supervisors need to be active and set a good example.

BAD CHECKS-

Examine the check: Check the date. Is the writing legible? Do the digit and written money amount correspond? Is the name of issuing bank printed on the check?

Obtain ID: Photo ID—compare the picture with the party passing the check. Record license or ID #, check signatures on ID and check. Ask for an inkless finger print. Have employee initial the check.

COUNTERFEIT MONEY -

Counterfeit bills can come in $5, 10, 20, 50 & $100's. The texture of the paper will feel different. If you hold the bill up to the light you can see a water mark which is a duplicate of the portrait to it's right. You can also see a security thread that is embedded vertically in the paper. The thread will have the denomination across it (USATwenty USATwenty or USATen USATen).

(www.moneyfactory.com)

If you want additional information on any of these topics or a packet concerning all the security features for U.S. currency call Officer Nancy Willemsen at 441-8294 .

ARE YOU PREPARED FOR AN EMERGENCY?

After watching hours of TV on the devastation of 9-11-01 everyone needs to be prepared for the unexpected. On the anniversary of 9-11-01, I was listening to the interviews from the survivors who were on the floors that the plane hit; they all appeared to have stayed calm, they helped each other and they stayed focused on getting out. The unbelievable courage of these people shows how strong one can be when faced with a catastrophic event.

Here are recommendations from the U.S. Dept. of Justice, National Crime Prevention Council:

Learn about your company's emergency plans. Ensure that a plan is developed if one is not in place.

Practice your company's emergency plans, including evacuation plans. Evacuation plans need to be legible and posted prominently on each floor.

Know the exit routes and evacuation plans in your building. Know at least two exit routes from each room, if possible. Be able to escape in the dark by knowing how many desks or cubicles are between your workstation and two of the nearest exits.

Have a designated post-evacuation meeting location where appropriate personnel can take a headcount and identify missing workers. Every employee should be aware of this location.

Make special emergency plans for co-workers who are disabled or may require assistance during an emergency.

Know the location of fire extinguishers and medical kits. Periodically check extinguishers and alarm systems.

Make a list of important phone numbers. Keep a printed list at your desk and near other telephones. Do not rely on electronic lists, direct-dial phone numbers, or computer organizers that may not work in an emergency.

Gather personal emergency supplies in a desk drawer, including a flashlight, walking shoes, a water bottle, and nonperishable food.

Report damaged or malfunctioning safety systems to appropriate personnel for repair and maintenance.

Never lock fire exits or block doorways, halls, or stairways. However, keep fire doors closed to slow the spread of smoke and fire.

In the event of an emergency in a building with many floors: Leave the area quickly following your worksite's evacuation plan. In the event of fire, crawl under the smoke to breathe cleaner air. Test doors for heat before opening them. Never use an elevator when evacuating a burning building. Always go directly to the nearest fire—and smoke-free stairwell.

If you are trapped in the building, stay calm and take steps to protect yourself. If possible, go to a room with an outside window and telephone for help.

Provide any assistance you can to children, the elderly, the injured, and anyone who requires special assistance.

Stay where rescuers can see you and wave a light-colored cloth to attract attention.

Open windows if possible, but be ready to shut them if smoke rushes in. Stuff clothing, towels, or newspaper around the cracks in doors to prevent smoke from entering your refuge.

Put together an office phone tree. In the event of an emergency, your office may need to get information to employees quickly. Develop a list of everyone's home phone numbers with instructions for who will call whom. Make sure everyone keeps a printed copy at their home.

TO GET MORE INFORMATION ON EMERGENCY SERVICES

General Preparedness Information
1-800-480-2520

Emergency Preparedness
www.fema.gov/pte/emprep.htm

Community Emergency Response Teams
www.fema.gov/emi/cert

Family Disaster Planning
www.fem.gov/pte/displan.htm

Financial Disaster Preparedness
www.fema.gov/pte/finplan.htm

Disaster Supply Kits
www.fema.gov/pte/supplies.htm

Emergency Management Guide for Business and Industry
www.fema.gov/library/bizindex.htm

Finding Food and Water in an Emergency
www.fema.gov/pte/foodwtr.htm

SECURITY TECHNIQUES FOR LARGE CONSTRUCTION EQUIPMENT

Inventory all equipment

- Record the year, manufacturer, model number and Product Identification Number (PIN) or serial number from the actual plates or decals.
- Use etching tools, die stamping or a steel punch to duplicate a unit's PIN or other serial numbers in at least two places on the equipment, one obvious, one hidden; record the location of these numbers. This will help in the identification of your equipment and proof of ownership. Adding another number unique to you will also help in proving ownership.
- Customize the unit with unique paint colors, such as painting the roof a distinctive color or painting the unit number in large characters.
- To aide in the identification of a unit in the event it is recovered after a theft, record any and all numbers on the unit along with that number's location. Be sure to include engine numbers.
- Indicate in your records if the unit has wheels or tracks.

Anchoring & immobilizing

- Equipment that must be left on site should be anchored with either a chain or cable which can be brightly painted as a deterrent.
- Large equipment can be immobilized by removing wires or battery and lowering all blades or buckets.
- Consider installing theft prevention devices on higher risk or higher value equipment to disable fuel, hydraulic and/or electrical systems.
- Portable equipment can be immobilized by removing tires if not being used regularly.
- Consider hitch protection on towed equipment or trailers, such as disabling or removing the hitch.

For additional security measures for your equipment and site look at the web site *www.nerusa.com.*

GENERAL SECURITY TIPS:

When closing your business:

- Leave cash register drawer open and empty
- If you have a safe, limit the number of people who have the combination, change it if someone quits.
- Keep a list of people who have keys. If someone quits, make sure the key is returned; if there is a question, re-key the locks.
- If you don't have a safe, hide the money in an unexpected container and place.
- Make daily deposits and alter the times deposits are made.
- When leaving secure all windows and doors. Make sure landscaping is trimmed; bushes should be no higher then 3' and trees should be no lower then 6'.
- If you sell cigarettes and you're not a 24-hour business, secure cigarettes by placing a cage or cabinet around them so they aren't as visible and to make cigarettes less a target for theft.
- If you're using an outside shed for storage, use a padlock with a short shackle so bolt cutters can't cut it. Put lighting out by the shed.

THE "NET" BUSINESS

LINCOLN POLICE DEPARTMENT
CRIME PREVENTION GROUP
575 S. 10TH St.
Lincoln, Nebraska 68508

Return Service Requested

CAN WE SNARE YOU IN OUR WEB ?

The Lincoln Police Department maintains a website that you can access at: *www.ci.lincoln.ne.us/city/police* **.**

Features included in the website are:

- Department information and services
- Recruiting information with on-line registration
- Current arrest warrants by name
- Stolen items
- Crime listing by area
- Crime listing with map navigation
- Interactive crime map
- Accident reports are available in a TIFF

There are links to other city sites and to the Nebraska State Patrol's Registered Sex Offender Notification. The newest feature on the web-site allows you to obtain a Public Record Criminal History Report. There is a $10 fee for this service that can be charged to your VISA or MasterCard account. This could be especially convenient for persons involved in hiring, leasing, and renting processes.

Please take the time to visit our web-site, roam around inside our police department, and get to know us better.