

OKALOOSA COUNTY SHERIFF'S OFFICE



Crime Prevention Unit Business Burglary Safety Tips



- Make sure all bushes are cut back less than 3 feet & trees canopies are trimmed above 6 feet.
- Make sure there is good lighting at night by outside doors, windows and parking lot. Good lighting is an inexpensive way to deter a crime.
- If you have an alarm system, turn it on when business is closed. Test the alarm system every six months to make sure it is working properly.
 - Make sure all employees know how to operate the alarm system.
- Use security cameras; make sure system is working, recording, and the view is clear, even in the dark and/or low light.
- Make sure you have the appropriate locks for the type of entries in your business and that they work properly.
 - Use break resistant glass, bars, locks, and/or glass break sensors on windows.
- Business safes should be anchored firmly to the floor.
 - Limit the number of employees having access to the keys and combinations.
 - Change locks and combinations when employees are discharged or leave your employment.
- Place appropriate signage that large amounts of cash are not kept on the premises.
- Maintain an inventory of all office equipment; including make, model and serial number of each item.
 - The Sheriff's Office suggests you register your property online with Report It. The information you enter is secure and you can access from any computer with internet access using your username and password.
- Keep a record of all keys issued. Master keys and extra duplicates should be locked away for safekeeping.
 - Have all keys stamped with the words "do not duplicate."
- Call the Sheriff's Office if you see anyone or anything suspicious; non-emergency number 850-651-7400.