

Common Business Thefts

Purchase Order Fraud

The suspect calls your company and claims to represent a legitimate customer. The suspect then orders equipment/merchandise using a bogus purchase order number. This type of crime is usually perpetrated by someone familiar with your procedures--either a former employee or a customer's former employee.

Security Tip

Simply confirming orders will prevent this. Make it a company policy. Also confirm the identity of persons picking up the orders.

Fraudulent Invoices

A bill is sent to your company requesting payment for services that were never rendered or merchandise that was never received. Usually the amount is nominal to make it appear less suspicious.

Security Tip

Question all bills. Do not pay for services that you did not receive.

Embezzlement

Embezzlement is a term that we tend to associate with major corporations and large sums of money. However, most cases are actually committed by employees of small companies. In many instances, the suspect is an employee who handles cash or has access to company funds. This could be a salesperson, cashier, accounting clerk, accountant, or others. Most of the crimes are not planned; rather the suspect employee is tempted by how easy it is.

Security Tip

All companies, no matter how small, should have a system of checks and balances. Whenever dealing with cash deposits, maintain dual authorization. Balance the books daily and never pre-sign company checks.



Important Contact Numbers

District 1 [Central Honolulu] Office	723-3316
District 1 [Central Honolulu] Burglary-Theft Detail	723-8761
District 2 [Wahiawa Station] Office	723-8700
District 2 [Wahiawa Station] Burglary-Theft Detail	723-8706
District 3 [Pearl City Station] Office	723-8800
District 3 [Pearl City Station] Burglary-Theft Detail	723-8809
District 4 [Kaneohe Station] Office	723-8640
District 4 [Kaneohe Station] Burglary-Theft Detail	723-8628
District 4 [Kailua Station] Office	723-8838
District 4 [Kailua Station] Burglary-Theft Detail	723-8852
District 4 [Kahuku Station] Office	723-8650
District 5 [Kalihi] Office	723-8208
District 5 [Kalihi] Burglary-Theft Detail	723-8251
District 6 [Waikiki] Office	723-3345
District 6 [Waikiki] Burglary-Theft Detail	723-8911
District 7 [East Honolulu] Office	723-3369
District 7 [East Honolulu] Burglary-Theft Detail	723-8901
District 8 [Kapolei Station] Office	723-8400
District 8 [Kapolei Station] Burglary-Theft Detail	723-8420
District 8 [Waianae Station] Office	723-8600



Serving and Protecting with Aloha

BUSINESS SECURITY TIPS

BURGLARY AND THEFT PREVENTION

HONOLULU POLICE DEPARTMENT

801 South Beretania Street

Honolulu, Hawaii 96813

www.honolulupd.org



Business burglaries are a problem across Oahu, and industrial areas such as Sand Island, Mapunapuna, and other commercial areas are often targeted by thieves. On average, approximately 20 businesses island wide are burglarized each month. Commonly stolen property includes tools, equipment, materials, cash, and vehicles.

In addition to causing financial losses, theft also interrupt operations, especially when equipment is stolen.

Though no security measure offers 100 percent protection, there are several steps that businesses can take to reduce the chances of being victimized.

Together we can make a difference and reduce crime.



SECURITY TIPS FOR BUSINESSES

Alarms

Alarm systems are good deterrents and recommended for all businesses. Obtain estimates from several established alarm companies and find a system that fits your needs and budget.

Location

Make sure your business name and address are easily visible from the street. Police response to your business will be quicker if the officer can easily find your business. Post an updated emergency notification placard in a visible area.

Security Guards

While security guards make a business less attractive to thieves, hiring guards may not be financially feasible for your business. Consider forming an association with neighboring businesses to share the cost.

Doors

All businesses should have tamper-proof, pick-resistant door locks, and access doors should have double deadbolt locks. Keep the areas surrounding doors unobstructed.

Windows

Windows should be secured when the business is closed and wire mesh is recommended for additional security. Leave areas around windows unobstructed.

Lighting

All businesses should have adequate perimeter lighting. Areas around the front door, rear door, and all windows should be well-lit. Lights should be positioned as high as possible to prevent tampering. Motion detectors and flood lights are recommended.

Air Conditioning Ducts, Vents, and Roof Entrances

All of these should all be secured with metal bars or mesh to thwart entry.

Fences/Gates

Perimeter fences are an obstacle for thieves and should be well maintained and as high as permissible. Gates should be secured with a high security lock, such as a disc lock. The gate hasp should be housed in a metal lock box. This will prevent the use of a bolt cutter or hacksaw.

Tools/Equipment

Keep an inventory of your tools and equipment, including make, model, and serial number. Mark all tools, including simple hand tools, such as hammers, etc., with your company name. Markings can be in permanent ink; however, engraving is preferred. There are also other methods available, such as barcoding.

Safes

A safe is a good security investment; however, do not rely solely on it. Safes should be bolted to the floor or foundation, and only certain individuals should know the combination. Know the difference between fire-resistant safes and theft-resistant safes.

Cash

Try not to keep cash in cash registers or at your business overnight. Make several small bank deposits instead of one large deposit, and do not make deposits at the same time or in the same way. If your business handles large quantities of cash, obtain a safe with a cash drop slot. This allows cash to be deposited into the safe without opening the safe.