



The Richmond City Police Department
wants everyone to have a **Safe** and
Happy Holiday!

Here are a few safety hints and tips for the season.



Personal Safety:

- Always be alert and aware of your surroundings!
- Avoid suspicious situations or people and notify the police. Trust your instincts!
- Walk briskly and with confidence
- Take a friend or family member with you when shopping
- Walk against traffic to observe approaching vehicles
- Stay away from unlit or overgrown areas that provide hiding places for criminals
- Do not overdress or wear valuables in areas with which you are unfamiliar
- If using an ATM at night, find a highly visible well-lit ATM
- Do not carry or display large amounts of cash
- Try to keep valuables in your front pockets to reduce theft
- Try not to carry a purse but if you do, keep it closed and close to your body
- Do not place your purse in a shopping cart
- Keep your credit card number concealed from strangers when using it
- Try to stay at least arms length away from strangers
- Do not overburden yourself with packages
- Be wary of people trying to scam money by using holiday guilt
- Stay sober enough to protect yourself. Criminals target intoxicated people
- If shopping with kids monitor them and make sure they know what to do if lost
- Don't hesitate to run somewhere safe. It's better to be safe than sorry!



Vehicle Safety:

- Keep your doors locked while driving
- If someone attempts to enter your vehicle drive away
- Always park in a highly visible well lit area
- When going to your car keep an eye out for anyone suspicious near your vehicle
- Have your keys ready when you approach your vehicle
- Do not leave valuables in your car, especially in plain sight!
- If you place valuables in your car, but have not finished shopping move your car
- Make sure your car alarm is on and use the panic button if you need to
- Do not leave personal ID's or financial documents in your vehicle
- Never leave your car running and unattended





Business Safety:

- Be aware of your business environment no matter how busy it may become
- Keep employee areas secure and personal valuables locked away
- Be aware of people that do not appear to be shopping or browsing
- Be aware of people that ask about business procedures and security
- Keep customer areas well lit, clean, and cut back overgrown vegetation
- Keep windows clear of signs to allow good 2-way visibility
- Position check-out areas in highly visible locations from inside and out
- Practice good cash control
- Try not to accept large bills, if you do place them in a drop safe or secure area
- Maintain and improve your camera and alarm systems
- Advertise your security!
- Place a security monitor in plain sight
- Put up signs advising “Drop Safe in Use” or “We do not Accept Large Bills”
- Place height markers by doors to get the height of a suspect
- Always have at least 2 employees in the store at the same time
- Vary your banking routines and your methods for transporting money
- Protect your customers, watch them to their vehicles or help carry packages
- If you observe anything or anyone suspicious call the police to have it checked
- Remove all cash and leave your register open after hours to show it is empty



Home Safety:

- Keep your exterior lights on at night
- Keep all doors and windows locked
- Do not leave your keys in your door, keep them on you or close by
- Do not open your door for any strangers, call the police if they need assistance
- Maintain and improve your alarm system
- Position gifts and valuables so they cannot be seen from outside the home
- Collect your mail daily as soon as possible to prevent seasonal theft
- Practice fire safety with decorated trees and lights!
- If you observe a suspicious person or situation call the police to have it checked



Travel Safety:

- Do not discuss travel plans and details with people you do not trust
- Do not post travel plans on social web pages / Internet
- Have someone you trust keep an eye on your house
- Update alarm keyholder information and make sure they can operate the system
- Leave lights on and try to use at least 2 timers while away
- If away for an extended time have the Post Office hold your mail
- If away for an extended time have someone maintain your yard
- If driving make sure your vehicle is maintained and the route is well planned
- If your vehicle does break down raise the hood and place flares out
- Make sure you exchange emergency contact numbers with family and friends
- Notify police that you will be away. <http://www.richmondgov.com/police/VacationWatch.aspx>





Before a Crime:

- Mentally prepare / train yourself how to react to various criminal incidents, correct mental preparation reduces the chance of panic which can escalate a situation
- Know your neighbors so you, and they, will recognize suspicious activities
- Inscribe valuables with your initials or marks you can identify
- Update insurance policies to adequately cover your property
- Copy serial numbers, digital pics and lists should be stored somewhere secure
- Copy credit card information so if there is loss / theft they can be cancelled quickly



During a Crime:

- Do not panic, panic uses up mental resources and forces the body to act on reflex, this can possibly cause direct actions that will escalate a situation
- Crime can occur very quickly so mentally force yourself to keep pace
- Evaluate the situation and make logical decisions to protect yourself
- Trust your instincts before you execute your decisions
- Being direct and argumentative can escalate a situation
- Your personal safety is more important than material items
- Force yourself to memorize as many details about the situation as you can



After a Crime:

- Call 911 and give all the details that you can remember to Police, or make notes
- If your home is burglarized do not enter it until Police have it secured
- If your business is robbed secure the store as soon as it is safe to do so
- Take note of where possible evidence is and notify police, do not touch it
- Do not discuss the crime with others involved until after you speak to Police, this can confuse details you have memorized
- Ask witnesses to wait for the Police, if not try to get their contact information
- Do not discuss amounts of money taken with anyone other than police
- Coordinate media inquiries with police
- If you are the victim of a crime you will feel victimized, address these negative feelings and find a solution
- Crime happens quickly, action is faster than reaction, do not become fixated on your actions during the incident



Happy Holidays!
Richmond Police Department
Chief Bryan T. Norwood

