

## **Commercial Security Checklist Particular to CB-48**

- Properly registered with Department of Permitting, Inspections and Enforcement.
- Each employee shall complete a safety training program.
- Training must include drop safe, cash handling and what to do in the event of a robbery.
- Training logs for each employee shall be maintained.
  
- Owner or registered agent shall participate in a criminal trespass affidavit program. A copy of the trespass affidavit shall be posted in a highly visible location next to a public entrance.
  
- Surveillance camera system including:
  1. Highly visible cameras that produce a minimum of sixty (60) pixels per foot
  2. One camera placed above the cash register at an angle to identify person(s)
  3. One camera placed in view of the public entrance
  4. One camera placed to view the exterior parking lot
  5. Recordings 24 hours a day and retained for at least 30 days
  6. Maintaining an annual test photo and maintenance log, which includes showing maintenance every four months
  7. Images showing actual date and time (real time)
  8. Only management having access to the system
  
- Drop safe bolted to the floor behind the cash register or in an adjacent office. Both locations should be in view of a high resolution surveillance camera.
  
- No more than \$150.00 is in the cash register on the premises anytime between the hours of 11:00 pm. to 6:00 am.
  
- Gas station shall provide window only access if the gas station is open anytime between the hours of 11:00 pm and 6:00 am and the gas station currently has window only access on-site.
  
- Written cash management policy that limits cash on hand from 11:00 pm to 6:00am and the policy provided to all employees.
  
- Unobstructed line of sight allowing a clear view of and from the cash register and sales area. Windows and doors clear of all items that would obstruct a clear view from three feet above the ground to at least six feet above the ground.
  
- Highly visible window signs posted in English and Spanish detailing:
  1. There is a drop safe on site in the store.
  2. Employees do not have access to the safe.
  3. There is an active security system on the premises.
  4. There is limited cash in the cash registers between 11:00 pm and 6:00 am.
  5. If applicable, “No Loitering” and “No Trespassing” posted.