



Cash handling tips

Key crime prevention tips

- Limit the cash kept in the store.
- Consider the store design and layout.
- Be conscious of your surroundings.

Theft prevention checklist

Limit the cash kept in the store

- Display stickers or signs to show there is no cash left overnight.
- Regularly transfer cash to a secure location, for example a safe.

Consider the store design and layout

- Secure cash registers to the counter and position the cash register away from the exit.
- Install counters that maximise the distance between the customer and staff.
- Ensure customers cannot access behind the counter.
- Install safes with dual keys, time delay and dye bomb devices.

Be conscious of your surroundings

- Do not count cash in front of customers.
- Lock doors before any cash is counted.
- When carrying cash to the bank:
 - Pay attention to people around you.
 - Take someone with you.
 - Take your mobile phone.
 - Report anything suspicious to police.
 - Vary the time and route you take.
 - Do not wear your uniform or name tag.

- Carry cash in a plain bag. Do not use a bag that identifies a bank or your business.

Other things you can do

- Roster at least two staff members per shift, and two staff to do the banking.
- Hire store security and/or loss prevention officers. Security staff can escort staff when they are carrying cash.
- Use scenarios to train staff on what to do in a robbery.

What to do if there has been a theft

- Tell your supervisor or manager.
- As a witness, report the offence rather than waiting for your manager to report it.
- No issue is too small to report. Report suspicious behaviour to police.
- If required, report the incident to Work Safe Victoria on 13 23 60 or www.worksafe.vic.gov.au.

Report it

- For emergencies, to report a crime in progress, or for immediate police attendance, call Triple Zero (000).
- For non-emergencies, call the Police Assistance Line on 131 444 or report online at www.police.vic.gov.au/police-assistance-line-and-online-reporting.
- Report anonymously to Crime Stoppers on 1800 333 000 or www.crimestoppers.com.au.

For more information,
visit police.vic.gov.au/your-safety