

Opening a coffee stand can be an exciting and successful endeavor for small business owners. Crime prevention should be an essential part of planning for and operating any business. This brochure provides tips for building security, money handling and employees. While not all crime can be prevented, these techniques can reduce the chance of your business being targeted.

### Important Numbers

- Dispatch (Non-emergency).....704-2740
- OPD Main Office.....753-8300
- Tumwater PD Main Office.....754-4200
- Thurston County SO Main Office...786-5500
- Lacey PD Main Office.....459-4333
- Crime Stoppers.....493-2222
- Crisis Clinic.....586-2800



Olympia Police Department  
Police Community Programs  
900 Plum St SE  
Olympia, WA 98501  
Phone: 360-753-8049  
Email: [astull@ci.olympia.wa.us](mailto:astull@ci.olympia.wa.us)



The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.



# Crime Prevention Tips for Espresso Stands

## Building Security

Using sound target-hardening techniques can prevent crimes and make it more difficult for perpetrators to commit crimes unobserved.

Survey your business as if you were a criminal and consider the following recommendations:

- 🔒 Install high quality doors and deadbolts
- 🔒 Control access by only giving keys to responsible, trust-worthy people
- 🔒 Use lighting strategically to increase visible areas and consider leaving some lights on at all times
- 🔒 Make sure window frames are sturdy and that windows have quality locks
- 🔒 Keep lines of sight clear by trimming vegetation
- 🔒 Have a designated place for signs and menus to avoid blocking employees' view of the outside
- 🔒 Install an alarm system or purchase simple audible warning devices
- 🔒 Use surveillance cameras or dummies
- 🔒 Announce crime prevention strategies with signs advising that you have cameras, keep limited amount of cash on hand, etc.

## Money

One sure way to discourage criminals from victimizing espresso stands is to eliminate the reward. Although strictly managing money flow may require greater effort from employees and owners, losses will be minimized and sense of security increased if these tips are kept in mind:

- 💰 Limit the amount of money kept on-site by making frequent deposits
- 💰 Manage the tills so a full drawer of money is never left overnight
- 💰 Count money out of public view
- 💰 Designate & log bait money by recording series, serial numbers and denominations of a small amount of bills
- 💰 Educate employees to consistently ask for identification when accepting checks, debit cards or credit cards
- 💰 Secure any tip jars, empty frequently and cover to avoid tempting would-be thieves



## Employees

The success of any business relies on the employees that work there. Espresso stand employees must have a high degree of integrity. An owner needs to trust that each employee can be responsible for the security of the business as well as other daily tasks. Employers should also be interested in helping employees feel comfortable and safe in the workplace. Here are some suggestions:

- † Carefully screen applicants and complete thorough background checks that include criminal history and references
- † Develop an honesty policy that applies to all employees and clearly states expectations regarding behavior
- † Ask employees to be alert at all times, but especially during opening and closing when the business is most vulnerable
- † Encourage employees to report suspicious people and vehicles (with license plate number if possible) to the police. That information should also be passed on to owners and other employees
- † Rehearse possible situations with employees and develop a safety plan