

BUSINESS REPORT

BUSINESS COMMUNITY UPDATE

CITY OF NORWALK

DECEMBER 2008

WWW.CI.NORWALK.CA.US

VOL. 36 NO. 12

Business Security/Crime Prevention Tips

The following are tips and guidelines from the Department of Public Safety to aid businesses in crime prevention this holiday season, and throughout the year.

Security:

- Limit the number of posters/signs on your windows and glass doors – this allows for an unobstructed view of your business by patrol units
- Make sure the business name and address are visible from the street – this will help ensure an accurate response from Public Safety Officers and/or Sheriff Deputies
- Install floodlights for alleyways, rear and front entrances of the business
- Secure all windows and vents to prevent access
- Install deadbolt locks, padlocks, and hasps on receiving doors



- Use solid core doors on all entrances; avoid doors with glass panes
- Trim nearby bushes and trees – this will diminish the number of hiding places for burglars
- Install a burglary alarm. Place a surveillance camera in and outside the building
- Use high quality locks, safes, and alarm systems.
- Provide training for all employees (including cleaning staff) so they are familiar with security procedures



Theft Prevention:

- It is beneficial to maintain an inventory of all office equipment and keep information on the make, model, and serial number of each item
- Keep a log of keys issued to employees and change keys and combinations periodically
- Keep a low balance in the cash register. Place excess cash in a safe or deposit it in the bank
- Make bank deposits often and during business hours; do not establish a pattern, take different routes at different times of the day
- Avoid having employees work alone
- Lock unused doors
- Remove all expensive merchandise from window displays at night
- If you see suspicious activity in or around your business, contact the



Department of Public Safety (562) 929-5732 or the Sheriff Department (562) 863-0711

The Norwalk Public Safety Department offers a Business Watch Program. This program is designed to develop communication between the Business Community, the City of Norwalk, and the Norwalk Sheriff's Station. The purpose of our Business Watch Program is to support your efforts in protecting your business.



You can contact Business Watch at (562) 929-5732

Deadline to Renew Business Licenses is January 30, 2009

Norwalk businesses are reminded that all business licenses expire on December 31, 2008. Owners are advised to renew their licenses by Friday, January 30, 2009 to avoid penalties. Renewal letters will be sent out mid-December. If your business does not receive a renewal letter please contact the Finance Department.

Renewals can be paid with a credit card (MasterCard or Visa) online at www.ci.norwalk.ca.us or by phone at (562) 484-9660 by entering message code #9050. Renewal payments are also being accepted by mail or at City Hall, Finance Department located at 12700 Norwalk Blvd., Room 5.



For questions regarding your renewal form or if you are a new business owner and need to obtain a business license, please contact the Finance Department, Business License Section at (562) 929-5713.

Important Tips for Pedestrian Safety



- Be cautious of your surroundings, especially when using iPods, MP3 players, or any device that does not allow you to hear potential hazards.
- Cross at intersections, preferably in marked crosswalks, whenever possible.
- Allow vehicle time to stop before you step into the crosswalk. Although you have the right-of-way, do not assume the vehicle sees you.
- Before stepping off the curb, look LEFT-RIGHT-LEFT, and listen for oncoming traffic. Do not simply depend on traffic signals to guide you when it's clear to walk. Look before you step into the street
- Don't jaywalk or cross between parked or stopped vehicles
- Walk on sidewalks when they are available. If there are no sidewalks, walk on the left side of the street facing traffic. Walk defensively and keep your eye on the traffic at all times.

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