



Capitol Hill Chamber of Commerce Safety Tip Sheet

BURGLARY PREVENTION -- East Precinct Burglary/Theft Contact (206) 684-5733.

- Change locks if keys are lost. Consider updating systems to access card that can easily change employee access or deactivate lost and/or stolen cards.
- Employ the use of roll down security panels or screens over vulnerable glass doors.
- Leave security lighting on at night -- directed and focused on at-risk areas.

FIRE SAFETY -- Seattle Fire Department general contact information (206) 386-1400.

- Ensure that twice a year fire alarms have new batteries installed and periodically test alarms.
- Train employees to stop what they are doing and evacuate the building whenever the fire alarm sounds.

HATE CRIMES -- Seattle Police Department, East Precinct 1519 12th Ave., Seattle. Front Desk is open 24 hours.

- Try to document everything: names, times, location, etc.
- In an emergency, call 9-1-1. For non-emergencies, call (206) 625-5011 the Seattle Police non-emergency line. **Other resources include:**
 - Harborview Sexual Assault/Trauma Center (206) 521-1800.
 - Gay City Health Project (206) 860-6969.
 - LGBT Center (206) 323-5428.

SHOPLIFTING -- SPD Retail Detective (206) 386-9767.

- A full-time Retail Theft Detective works with stores to provide an alternative reporting technique for shoplifting and trespassing. This saves time for both the stores and police follow-up.
- If suspicious of a customer's intent, ask if you can help them find something. If they respond "No, I'm just looking", tell them to just nod if they need help....you'll be watching. That's exactly what a shoplifter does not want. Providing good customer service goes hand in hand with shoplifting prevention.

TRESPASSING -- SPD Retail Detective (206) 386-9767.

It is permissible to:

- Prohibit non-customers from entering a retail business, or entering or loitering in the parking lot or adjoining grounds owned by the business.
- Ask an individual to leave a retail business or adjoining parking lot because he/she is not a customer, or is disruptive, or is suspected of shoplifting or for similar non-discriminatory reasons relating to that individual.

Enforcement options:

- The trespasser must be notified that he/she is not privileged to enter or remain either verbally, by clearly posted sign, or both.
- If the trespasser remains or returns, dial 9-1-1 and report the incident. The police will respond. The police can cite the trespasser for violation of the trespass law which carried a penalty of up to one year in jail and a fine up to \$5,000, and remove the trespasser(s).

VANDALISM/GRAFFITI -- SPD graffiti specialist, Tim Greeley: timothy.greeley@seattle.gov (206) 684-4349.

- Graffiti is vandalism. If it appears on your property report it and paint it out immediately.
- To report graffiti on your property, call the police non-emergency number (206) 625-5011.
- To report an act of graffiti or vandalism in progress, please call 9-1-1.

For more information go to <http://www.seattle.gov/citizen/safety.htm>