



SUFFOLK CONSTABULARY

NOT PROTECTIVELY MARKED

Police Station, 10 Museum Street Ipswich IP1 1HT

Telephone: 101 or 999 in an emergency Fax: 01473 613737 (24 hrs)

Calls may be monitored for quality control, security and training purposes.

Direct Dial:01473613888x3141

6 October 2016

Dear Sir or Madam

Burglaries at commercial premises in Ipswich

Since 14th September 2016, twelve small businesses have been burgled across Ipswich. Attempts have been made to force entry into a further four. Crimes have typically occurred over night, often in the early hours of the morning. Convenience stores and hairdressers have been targeted on ten out of the total of sixteen occasions.

This letter is being delivered to you by local officers in order to raise awareness of the current situation to encourage you to review your own security and be vigilant to any suspicious activity. Please find below some crime prevention advice for small businesses:

Please review security at your premises.

- Check around your premises and make sure that there is nothing easily accessible that could be used to break windows or force entry. Bricks, paving slabs and tools are all commonly used for this purpose and should be removed.
- Do you have a locking up procedure to ensure that the building is completely secure, regardless of who locks up? This should include ensuring that all doors and windows are locked and secure, even if they have not been opened that day, keys are removed from locks and stored securely, preferably away from the premises and that the alarm has been set.
- Don't forget to check rooflights to ensure they are robust and secure and make sure that they cannot be easily accessed.
- If you do not have an alarm, we strongly recommend getting one fitted. Please contact either NSI (National Security Inspectorate) www.nsi.org.uk 01628 637512 or SSAIB (Security Systems & Alarm Inspection Board) www.ssaib.org 0191 296 3242 for details of alarm companies. Please ensure that the alarm sends a notification to a responsible person when activated.
- If you have CCTV, please ensure that it is working correctly and that someone is available promptly to provide a copy to police in the case of an incident. Look at the images on the system and make sure they are of sufficient quality to be of use. If you don't have CCTV, please consider getting it fitted. Details of approved suppliers can be found with NSI and SSAIB as above.
- Make regular checks of your premises and report any attempted break in's. Typically this may include damage to doors or windows where tools have been forced into frames to try and prise them open, broken glass or other signs of disturbance.
- Outward opening fire doors are typically vulnerable to such attacks. Please ensure they are sturdy and can be properly secured (please take advice from the Fire Service if you are unsure about securing a fire exit, but usually it is permissible to lock a fire exit provided it is not done

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until the last person leaves the premises and is unlocked as soon as the first person enters the next day). Extra security may be gained by adding a metal strip to the outside of the door to block the gap between the door and the frame on the opening edge.

- Cash, alcohol and cigarettes are commonly targeted in burglaries of this type. Please try to avoid leaving cash on the premises. If this is not possible, please ensure that it is stored in a safe which is securely attached to a solid floor. Please view www.securedbydesign.com for details of police approved products. If possible, move alcohol and cigarettes to a secure area when the premises are closed. Ensure that CCTV covers these areas. You may also wish to consider installing a fogging device (www.securedbydesign.com)
- Is the perimeter secure? Make sure all fences are at least 1.8m high and that all gates are locked.
- If you are replacing doors and or windows, please view www.securedbydesign.com for details of police approved products.
- Consider fitting security shutters/grilles (www.securedbydesign.com).
- Consider talking to local residents and other businesses nearby and ask them to report anything suspicious.

Please do not hesitate to contact me should you require a more detailed self assessment form to assess your security or you have any further questions. Please always contact Police on 999 immediately if you think a crime may be in progress or about to happen.

Yours sincerely

Lucy Mures
Design Out Crime Officer
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The crime prevention advice is given without the intention of creating a contract. Neither the Home Office nor Police Service accepts any legal responsibility for the advice given. Fire Prevention advice, Fire Safety certificate conditions, Health and Safety Regulations and safe working practices will always take precedence over any crime prevention issue. Recommendations included in this document have been provided specifically for this site and take into account the information available to the Police or supplied by you. Where recommendations have been made for additional security, it is assumed that products are compliant with the appropriate standard and competent installers will carry out the installation as per the manufacturer guidelines.
Suppliers of suitably accepted products can be obtained by visiting www.securedbydesign.com