

# BUSINESS CRIME WATCH

BAY CITY DEPARTMENT OF PUBLIC SAFETY July 2019 EDITION 4, VOLUME 7

## PREVENTING INTERNAL THEFT

It is estimated that dishonest employees account for two-thirds of retail theft and shoplifting for the remaining third. One business in Bay City had over a hundred thousand dollars embezzled over several years, enough money to close the doors of the business for good. This information is intended to help reduce internal theft.

### EMPLOYEE THEFT

#### Rules That Can Help Eliminate Employee Dishonesty

- Prosecute employees who are caught stealing.
- Rotate security guards. Rotation prevents monotony from reducing the alertness of guards.
- Price items by machine or rubber stamp, not by handwriting.
- Permit only authorized employees to set prices and mark merchandise.
- In cases of returns and refunds, insist on a merchandise inspection and approval by someone other than the person who made the sale.
- Pay special attention to cashiers when clusters of people surround them.
- Be alert to the use of over ring slips to cover up shortages.
- Make a dependable second check of incoming materials to rule out the possibility of collusive theft between drivers and receiving personnel. Do not allow a truck to approach the loading platform until it is ready to load or unload.
- Do not allow drivers behind the receiving fence. Discourage drivers from taking goods or materials from the platform by the following devices: install heavy gauge wire fencing between bays, with the mesh too fine to provide a toehold; mount closed circuit television cameras overhead that will sweep the entire platform; and locate the receiving supervisor's desk or office to give him or her an unobstructed view of the entire platform.
- At the loading platform, do not permit drivers to load their own trucks, especially by taking goods from stock.

## It's not too late! Join us for National Night Out

Mark your calendars to join the Department of Public Safety on Tuesday August 6th, from 5pm – 8pm at Uptown, to celebrate National Night Out against crime. This is a night where we ask the residents of Bay City to lock their doors, turn on their porch lights and join us in a night out against crime.

National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, better places to live.

This year's event will have numerous non-profit organizations, bounce houses, a best dish restaurant cook off, numerous public safety vehicles on display, music, games, prizes, and lots of fun!

We invite your organization to come join us. You will be provided an area to set up a display to advertise your business. You're welcome to bring a game for the kids, prizes or any other handouts. This event generally brings in around 1500 people. For more information, contact the Community Policing Unit at (989)892-5900

- Make sure every lunchbox, toolbox, bag or package is inspected by a supervisor or guard as employees leave the workplace.
- Insist that all padlocks be snapped shut on hasps when not in use to prevent switching of locks.
- Control keys to padlocks. Never leave the key hanging on a nail near the lock where a worker can borrow it and have a duplicate made while he or she is away from work.
- Do not allow trash to accumulate in, or be picked up from, an area near storage sites of valuable materials or finished goods.
- Supervise trash pickups and inspect disposal locations and rubbish trucks at irregular intervals for the presence of merchandise when you have the slightest reason to suspect collusion between employees and trash collectors.
- Control receiving reports and shipping orders (preferably by sequential numbering) to prevent duplicate or fraudulent payment of invoices or padding or destruction of shipping orders.
- Make sure that receiving reports are prepared immediately upon receipt of shipment. Delay in making out such reports can be an invitation to theft or, at best, result in record keeping errors.

## **EMBEZZLEMENT**

### Signs of Possible Embezzlement

- Increase in overall sales returns could be caused by defective merchandise -- or it might represent concealed accounts receivable payments.
- Unusual bad debt write offs can be due to a number of business reasons -- or could be covering up a fraudulent scheme.
- A decline or unusually small increase in cash or credit sales might mean that business has not been good -- or it could mean that some sales are not being recorded.
- Inventory shortage can be caused by error or mismanagement -- or could indicate fictitious purchases, unrecorded sales or employee theft.
- Profit declines and/or increases in expenses can be entirely legitimate -- or could be a sign that cash is being siphoned off illegitimately.
- Slow collections can be caused by business conditions -- or can be a device to mask embezzlement.

## **PREVENTING EMBEZZLEMENT**

- Check the background of prospective employees.
- Know your employees.
- Control your payroll.
- Have the company mail addressed to a post office box rather than your place of business.
- Supervise daily cash deposits.
- Bank statement reconciliation.
- Examine transaction documents.
- Bond your employees.
- Spot check records.
- Control outgoing funds.
- Control invoices.
- Examine checking account items.

## BAY CITY BUSINESS CRIME UPDATES

06/05- An east side dollar store reported a retail fraud. The suspect was described as a white female, approx. 5'07", 120lbs, with brownish red hair and a large tattoo on the left side of her neck. The suspect drives a white Pontiac Aztek.

06/14- The owner of an east side bar reported an embezzlement. On two occasions money came up missing after hours. The second incident occurred on 06/18. This case is under investigation.

06/22- A malicious destruction of property was reported involving three young juveniles. The juveniles had drawn and written in the fresh cement poured for city sidewalks on the east side. This incident has been forwarded to the prosecutor's office for review.

06/21- An east side restaurant reported an embezzlement. An employee entered the business after hours and stole money from the cash register. This case has been forwarded to the prosecutor's office.

06/23- A suspect was arrested for attempting to steal two cans of beer from an east side convenience store.

---





Dear Community Leader,

On Tuesday, August 6th, 2019 neighborhoods throughout Bay City are invited to join 38 million people in over 16K communities from all 50 states, U.S. territories, Canadian cities, and military bases worldwide to celebrate the National Night Out Against Crime. National Night Out corporate sponsors are Dietz & Watson, ADT, Ring, Kings Hawaiian, Associa, and co-sponsored locally by the Bay City Department of Public Safety.

National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, better places to live. Together, we are making that happen. From 5pm – 8pm neighbors throughout Bay City and across the nation are asked to lock their doors, turn on your front porch lights and spend the evening outside with neighbors and law enforcement.

The Bay City Department of Public Safety will be hosting our National Night Out event from 5pm – 8pm at Uptown Bay City. This event will have games and prizes for the kids, numerous public safety vehicles, non-profit organizations, music, a bounce houses, food and a cook off. We would like to invite your organization to come join us. You are welcome to set up a booth or table to provide information about your organization, sponsor an event, or donate a prize.

National Project Coordinator, Matt Peskin said, "This is a night for America to stand together and promote awareness, safety, and neighborhood unity. National Night Out showcases the vital importance of police-community partnerships and citizen involvement. When law enforcement and the community work closely together, some amazing things can happen."

Attached you will find a registration form. This year's event will take place in the grassy area to the north of Dow Corning. You are welcome to bring a pop up tent, table and chairs for your organization. Please let us know if you will need electricity at your booth.

For more information, contact: Bay City Department of Public Safety Community Policing Unit at [communitypolicing@baycitymi.org](mailto:communitypolicing@baycitymi.org) or call (989) 892-5900. If you have any questions, please feel free to contact us.

Please send your reservation information to [esporman@baycitymi.org](mailto:esporman@baycitymi.org) You may also mail your reservation to the Bay City Department of Public Safety, Community Policing Unit, 501 3<sup>rd</sup> Street, Bay City, MI 48708.

Site: Uptown Bay City.

Entrance for vendors is off of Main Street. You may pull into the Dow parking lot to unload. Vendor parking will then be located on Saginaw Street between 10th & 11th. This year's event will be located outside on the grassy area just to the north of Dow (look for the tent) and along the riverwalk. Please indicate below if you need a power outlet. Bring a table, chairs and pop up tent (recommended) if needed.

Contact Person \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Amount of space needed if more than an 8' table and 2 chairs: \_\_\_\_\_

Additional Info: \_\_\_\_\_

Power outlet: YES or NO

National Night Out will be held on August 6<sup>th</sup> from 5pm – 8pm. Set up will be from 4pm – 5pm, you may arrive earlier if more time is needed. The event will be held rain or shine.

We look forward to your participation in America's National Night Out Against Crime! If you have any questions, please feel free to contact us.

Officer Eric Sporman

[esporman@baycitymi.org](mailto:esporman@baycitymi.org)

Officer Brandon Murphy

[bmurphy@baycitymi.org](mailto:bmurphy@baycitymi.org)

Bay City Department of Public Safety

Community Policing Unit

501 3rd Street

Bay City, MI 48708

(989) 892-5900



## National Night Out Best Dish Contest Entry Form

### CONTACT

---

Community Policing  
501 3<sup>rd</sup> Street  
Bay City, MI 48708  
989.8982.5900  
[CommunityPolicing@baycitymi.org](mailto:CommunityPolicing@baycitymi.org)

The Cook-Off will take place on Tuesday  
**August 6th, 2019**

Please fill out the entry form and return it to Community Policing by **July 26th, 2019**

Please send form to:  
Bay City Dept. of Public Safety,  
Community Policing Unit  
501 3<sup>rd</sup> Street  
Bay City, MI 48708.

### TEAM NAME

---

**CAPTAIN:** \_\_\_\_\_

**BUSINESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

### BEST DISH COOK-OFF RULES

(Food safety is mandated by the Bay County Health Department)

1. Cook your best dish. Each team must prepare enough samples for 500 people.
2. Dish must be ready by 5:00 p.m. for public tasting.
3. Power will be provided, however, you will need to supply extension cords.
4. The competition will be held outside under a canopy tent. The team is responsible to bring tables for booth.
5. Serving dishes and utensils will be provided to each team.
6. Food must be prepared in a commercial kitchen and kept at the proper health department regulated temperature.