



Bloomington Police Department

Development Review Committee

Site Recommendations for Businesses



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Addressing

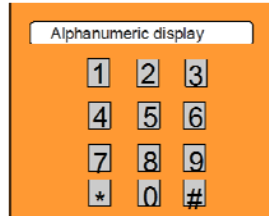


Bloomington City Code, Section 17.160, requires an address on your business that is visible from the roadway.

If your business has multiple exterior doors, consider door numbering to facilitate a quicker emergency response.

The main door of the business is door number 1. Proceed clockwise around the building to number the remaining doors. The exterior door and corresponding interior door should have the same number.

Alarms & Key Holder List



Bloomington City Code, Section 14.140, addresses the alarm ordinance.

Bloomington does NOT require a business to obtain a permit or to register their alarm system.

City code does require a key holder list be provided to the City Alarm Administrator after activation of the first false alarm.

Bloomington allows **2** free alarms in a calendar year. Subsequent false alarms where a police response is generated may incur a fine.

Most alarms are false and proper training is key to false alarm reduction.

Knox Box

An access key box or Knox Box is required in most multi-housing dwellings in Bloomington and it is highly recommended for all businesses in the City.



The Knox Box would allow emergency personnel into your business after hours to respond to a crime in progress or a medical emergency. Only police and fire personnel have the access key for the Knox Box.

The Knox Box should contain:

- A key to gain access to the main entrance
- A key to gain access to any locking vestibule

Exterior Lighting

Bloomington City Code, Section 21.301.07, establishes minimum light levels required on parking, sidewalks and access surfaces as well as requiring every door into a structure to have a light source providing a minimum level of illumination. In addition, all lighting (other than architectural lighting) shall be a 90 degree cut-off with a flat lens.



Lighting is a deterrent to criminal activity. Consider LED lighting as it has substantial dimming capabilities, instant motion sensors and significant energy savings. Some recent studies show an 85 percent energy saving when using LED technology and the occupancy sensor. It is more expensive but in the long run it can be a cost savings.

Bloomington City Ordinance requires all site lighting become code compliant no later than 2014.

Emergency Plans



The safety and well-being of your employees is of primary importance. Consider forming a safety committee at your business to review your emergency procedures regarding fire, severe weather, bomb threats, medical emergencies, hostile intruder or disgruntled employee. Knowing how to respond to these emergencies is crucial to saving lives.

Have a sign-in/sign-out procedure at your main entrance and badge visitors. Require them to display their identification.

For more information on emergency planning go to www.ready.gov. Practice your emergency procedures with your staff. Consider *Community Emergency Response Training* (CERT) for your staff.

Fraud Prevention



- Educate your staff about counterfeit currency.
- Develop a check acceptance program.
- Post the required signage to enforce collection if your receive a bad check.

IT'S AGAINST THE LAW TO WRITE A BAD CHECK IN MINNESOTA.

Checks returned to us for nonpayment are subject to a service charge of \$30

Additional civil penalty may be imposed on checks returned for nonpayment after 30 days.

MN State Statute 604.113 Minnesota Retail Merchants Association

Curfew Times

Under 12 years of age:	Sunday - Thursday	9 p.m.
	Friday - Saturday	10 p.m.
12 - 14 years of age:	Sunday - Thursday	10 p.m.
	Friday - Saturday	11 p.m.
15 - 17 years of age:	Sunday - Thursday	11 p.m.
	Friday - Saturday	Midnight



Burglary

Locks, lights and alarms are your best defense against a burglar. Consider trimming down shrubs and trimming up trees to remove hiding places for burglars. Video surveillance is another tool to aid businesses in the fight against criminal activity.



Graffiti

Report all graffiti to the Bloomington Police Department. An officer will take a report and photograph the damage. You will have 10 business days to remove the graffiti from your business exterior.



Theft from Auto/Auto Theft

Remind employees and customers to remove valuables from their vehicles. Remove all keys from the vehicle and lock the doors. Consider a remote start to warm the vehicle during winter months.

Trespassing

Who has the authority to issue a trespass notice?

A property manager or a tenant may issue a trespass notice.

What needs to happen for a trespass notice to be issued?

There has to be probable cause to believe a person has committed an act prohibited by state statute or city ordinance while on your property.

-OR-

There is probable cause to believe the person has violated rules of conduct for the property which are posted in the facility or the rule violator has previously been told about them.

Service of notice

Call Bloomington Police for assistance from an officer to serve the notice.



Notices are good for up to 1 year.

City Alerts



The City of Bloomington wants to maintain timely communication with residents and businesses. One of the ways to do this is through *E-Subscribe*.

E-Subscribe is a FREE service. This subscription service sends e-mail and for some topics, wireless notifications when updates to the most popular Web pages are posted. You will no longer have to check our website to know if new information is available about the topics that are important to you or if the latest City Council minutes have been posted. *E-Subscribe* will automatically notify you. To subscribe, you will need an e-mail address.

To sign up for *E-Subscribe*, visit our city website at www.ci.bloomington.mn.us.



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