



Dear Valued Business/Property Owner,

As your business grows and thrives so does our community. The City of Lake Elsinore is dedicated to assisting you in ensuring a safe and crime free business. You can help your business community by taking some basic precautions.

The City of Lake Elsinore along with the Lake Elsinore Sheriff's Station have developed the following checklist to help guide and support you in creating a crime free business. The City recommends you carefully consider each of the following suggested actions to better protect your business, tenants, employees, and/or customers.

### **BUSINESS/PROPERTY OWNER CHECKLIST FOR RESPONSE TO HOMELESSNESS**

- Complete and submit a 602 Letter EVERY YEAR to better protect your business from trespassing.
- Request, post and distribute Homeless Outreach Materials in your business, see resource list.
- Display appropriate signage in and around your business prohibiting trespassing, loitering, panhandling, etc.
- Sign up for and regularly participate in the City's FREE Crime Free Business Program, see flyer.
- Explore additional security options including video/alarm surveillance and/or private security. Consider ways to partner with surrounding businesses and properties to share costs.
- Encourage property owners to include private security in rental agreement.
- Educate employees on proper responses to the homeless and/or related safety concerns.
- Keep storefront windows clear and allow for visibility from the exterior for safety and monitoring.
- Keep front, back, loading and side door areas clean, lit, locked, and monitored.
- Maintain, increase and brighten interior and exterior lighting.
- Lock up resources in and around your business including electrical outlets, water spigots, restrooms and Wi-Fi. Ensure these are only available to customers and/or employees.
- Secure trash with locking mechanism from [CR&R](#) (one-time cost), see flyer.
- Maintain a clean interior and exterior that is free of litter, graffiti, vandalism and debris.
- Report concerns such as panhandling, trespassing, vandalism, loitering, nuisances, dumping, etc.
  - Call the Lake Elsinore Sheriff's Station Non-Emergency number to report non-emergency concerns **(951) 776-1099**.
  - Call **911** for any emergency situations.
  - Report concerns to the City using the Alert LE mobile app, [www.lake-elsinore.org/alertle](http://www.lake-elsinore.org/alertle)
- Give out Homeless Resource Cards to homeless individuals rather than money, supplies or food.
- Donate to local charities that help the homeless, e.g. the City's non-profit partner SWAG.
- Volunteer at local charities who help the homeless.
- Practice Responsible Compassion. Give a hand up, not a handout.
- Find more ways to safeguard your business at [www.lake-elsinore.org/businesscrimeprevention](http://www.lake-elsinore.org/businesscrimeprevention)