

Retail Security Security Survey

Confidential Document

Organization Name: _____
 Address: _____
 City: _____ State _____ Zip _____
 Contact Person: _____

Conducted by:
 Name: _____
 Agency: _____
 Date: _____

S = Satisfactory U = Unsatisfactory NA = Not Applicable

Note: Items checked as "U" are referenced at end of report with recommendations for improvement.

	S	U	NA
1. Customer Areas			
A. Are counters, racks, shelves and any other structures within the customer areas designed and positioned so that employees can easily see all customers and what they are doing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Do windows allow unobstructed view of store interior from street?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are register and service counters positioned near exits so that customers must pass them in order to leave the department or customer area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are surveillance mirrors used to enhance surveillance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Are "Off Limits" areas plainly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Are fitting rooms supervised and inventory tags indicating the number of items carried in supplied each customer entering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Are inventory control tags attached to all items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Are high value items under lock and key or behind a counter that is constantly monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Do all registers provide printed sales records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>S</u>	<u>U</u>	<u>NA</u>
2. Storage and Employee Areas			
A. Are storage areas arranged so that reserve stock can be located and inventoried easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are employee lounges supplied with lockers for personnel belongings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Is the money counting area located in a room with a secure door and lock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Opening and Closing Procedures			
A. Do two or more employees attempt to arrive at the same time prior to opening to provide security when unlocking the store?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Do all employees enter the store through one specific door which is kept locked until the door is open for business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are all employees required to place personal packages and purses in lockers or a secured room prior to reporting to their stations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. At closing, is a supervisor responsible for insuring that all persons have left the store?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Are at least two employees responsible for locking the store and setting the alarms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Is one company official responsible for compliance with all these procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sales Area Procedures			
A. Is the assignment and break schedule such that no area of the store is left unattended at any time during operating hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is each employee assigned a specific lockable cash register or a separate cash drawer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Do employees move throughout their assigned areas, greeting customers, straightening merchandise and looking for signs of criminal activity (empty hangers or discarded boxes and wrappers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Inventory Control			
A. Are shelves and racks kept neat to facilitate inventory accounting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are small items positioned near registers to maximize surveillance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Is merchandise arranged so that expensive items are progressively further from exits and aisles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are "Dummy" boxes used in displays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Are showcases locked and only opened by the employee responsible for the station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Is fresh inventory brought out with the approval of a supervisor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	NA
<hr/>			
G. Are packing cartons either completely emptied or resealed immediately after opening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Is a supervisor responsible for the stock room(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Is the stock room locked when stock room personnel are absent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Is one official responsible for all stock room and sales floor inventory control procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>S</u>	<u>U</u>	<u>NA</u>
6. Returns, Exchanges and Employee Purchases			
A. Is store policy on adjustments clearly defined and posted so that there is no confusion on the parts of customers or employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is there a designated point at which adjustments are made; or if not, does a supervisor approve all adjustments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Training			
A. Are all employees oriented upon hiring and periodically retrained on all procedures and policies affecting them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are sales people trained to recognize common criminal tactics used against retailers (shoplifting, check fraud, larceny by trick or device, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are all damaged goods returned to manufacturer or discounted for sale rather than sold to employees (to discourage intentional damage)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are all employees limited to the amount of purchases they are allowed on employee discounts (to discourage resale of goods)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Are all employees trained in procedures to follow during and after a crime?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Is one official responsible for assuring that all necessary training is conducted and understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Are all employees trained in accepting and recognizing forged or altered checks and credit cards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Are all employees trained in accepting and recognizing U.S. currency and related counterfeit signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Are all employees trained in accepting Traveler's Checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Survey recommendations, if implemented, should substantially reduce a criminal opportunity but are not to be construed as a guarantee that a crime will not occur on the premises.

Additional security issues not included on this form but observed during survey should be included as a part of this survey.

Recommendations for Improvement

ITEM # **RECOMMENDATIONS:**