



Security Checklist for Small Retail Stores

Because of the potential for violence, which could result in injuries to customers and workers, robbery is the most significant crime exposure for small retail stores. While employee theft, burglary, and fraud do not pose the same risk of bodily harm as robbery, their economic impact on a retailer can be significant.

The following checklist can help a retail store identify its crime exposures and, based on this identification, implement procedures to control the exposures.

Employee Theft

- Is there a pre-employment screening program for employees who will have access to cash and goods?
- Are there controls on petty cash disbursements, bank deposits and withdrawals, issuance of checks, payroll, reconciliation of bank statements, and the paying of invoices?
- Is access to storage areas controlled?
- Can cash registers be tampered with?
- Is there a policy regarding how to deal with an employee caught stealing?

Robbery

- Is cash on hand or in cash drawers kept at a minimum?
- Is cash transferred to the bank regularly, but not on a set, predictable schedule?
- Do posters and displays in windows obstruct the view into the premises or block employees' view of outside areas?
- Are employees trained in procedures to follow during and after a robbery?
- Does the business operate late at night? Businesses that operate late at night are more susceptible to robbery.
- Is the business located in an area where there is a high incidence of robbery?
- Are employees trained in procedures to follow during and after a robbery?
- Are there established "buddy" procedures for opening and closing the business?
- Are employees advised to observe and report suspicious persons and activities in and around the business?

Burglary

- Would it be easy for a burglar to gain entry into the premises when it is closed for business?
- Are there equipment, structures, or obstructions, such as overgrown foliage, that could provide the burglar with cover to work without fear of being seen?
- Are all doors, windows, and other openings securely locked when the business is closed?
- Are interior and exterior lighting levels adequate?
- Are exterior lighting fixtures protected against breakage?



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