



POLICE DEPARTMENT



Employee Theft Prevention Tips

is an illegal act (i.e. stealing cash, goods, equipment, supplies, time, services, etc.) committed by a business employee against his employer. About 80 percent of all crime-related losses are due to employee theft. The following guidelines may reduce the risk of your business.

Monitor cash register activities to ensure proper operation. Do not allow employees to handle any transactions or sales to themselves, close friends, or family.

- Monitor business activity and income patterns over time to see if income has dropped during any particular situation.
- Use a shopping service or a trusted outside person to pose as a customer to find weaknesses in your operation.
- Separate operations from accounting; double check all transactions.
- Keep an accurate inventory system and have it checked regularly by someone other than the person responsible for it.
- Keep accurate records on movements of cash and goods from the time they enter your business until they leave.
- Establish a very clear employee discount and fringe benefit policy.
- Limit access to valuables; use strict key control for access to business premises, store rooms, and display areas. Employees' personal belongings should be stored in a safe place with limited access, away from concealable merchandise.
- Search trash regularly to prevent goods from being carried out with it; flatten boxes to eliminate possible hiding places for merchandise.
- Limit the number of exits and monitor employees to make it difficult to carry merchandise out without your knowledge.
- Lock screens over outside openings through which goods can be passed.
- Have employees park away from the building to reduce access to personal vehicles where goods may be hidden.
- Sign all tools and equipment in and out.
- Reward employees who discover and report security problems.
- Deal with dishonesty swiftly, firmly, and visibly: rules mean little if not enforced!
- Install security cameras