

BASICS OF THEFT PREVENTION CHECKLIST (PREVENTIVE MEASURES)

- ___ Limit number of entries and exits to buildings and make sure such locations are well lighted and clearly visible. Limit size of personal entry locations (turnstiles, etc.), provide "open view" access and exit approaches (profile lighting). Lighted parking areas, access ramps, personnel walks, access doors, loading dock areas, basement door areas. Clear and visible open walk areas.
- ___ If possible, arrange for all personnel to park well beyond security control checkpoint (outside the gate).
- ___ Routine security patrols inside and outside of facility perimeters with key clocks and logs.
- ___ Barrier fences/barrier patrols.
- ___ Post security check procedures (warning policy) in clear view.
- ___ Post theft policy and policy regarding disciplinary action for theft-related misconduct.
- ___ Check all incoming and outgoing delivery vehicles and pickup vehicles with cross-check against material lists.
- ___ Require proper personnel identification and logging in and out of all personnel, including top-level managers, federal agency officers, visitors, etc. (allow no exceptions).
- ___ Log all items carried in or out of control area gate, except lunch boxes.
- ___ Rigidly require special form for vehicle entry onto property and make entry and exit search, and post notice that such is required.
- ___ Enforce no give away scrap policy and "no sale of employer property" policy.
- ___ Rigidly enforce "limited access" to warehouse and storage areas.
- ___ Use authorization form for borrowed employer property items which includes date for return of borrowed items as well as release of liability statement to protect the employer.
- ___ Limit access to offices and work areas during closed hours and during off-duty hours by employees unless with specific approval.
- ___ Publicize routine search and check policies. (Do not publicize findings, names, etc.)
- ___ Publicize electronic security precautions to employees.
- ___ Routinely conduct security force audits/evaluations, and correct performance and system deficiencies promptly.
- ___ Compare security and control costs with potential losses and savings.
- ___ Clearly identify "liability" of security contract services.
- ___ Use department meetings for security discussions, use periodic service department (legal, security, labor relations, etc.) discussions centering around theft-related misconduct, disaster, human-created emergencies.
- ___ Periodic routine review by supervisors with all employees of company property protection and theft-related misconduct policies.
- ___ Strict use of "key cabinet controls" with log.
- ___ Provide security office with photos of top-level managers (corporate visitors, etc.) and use V.I.P. escort procedures.
- ___ Provide personnel schedules for security station, and notify security immediately of employees whose access has been restricted or revoked for any reason. It is not necessary to identify the reason for such restriction, unless the reason constitutes aberrant behavior.
- ___ Establish a policy that no employees or contractors are to be on company property at times outside of their scheduled work periods without authorization of their supervisor.
- ___ Prosecute whenever warranted, in addition to discipline, for theft-related misconduct.
- ___ Utilize periodic consultant reviews and recommendation reports and periodically update, change, or modify security procedures.
- ___ Consider use of informant undercover "informants" or "plants" only after extensive coordination with Legal Department, Security Department, and law enforcement authorities, and utilize professional bonded undercover operatives.
- ___ Provide private search areas and discourage "cross-sex" searches without witness.
- ___ Train all supervisors and security officers in:
 - ___ company policy for response to theft-related misconduct, emergencies, and disaster,
 - ___ notification of top-level managers and law-enforcement agencies,
 - ___ interrogation, detainment, and confiscation procedures.

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- ___ Utilize only employer-owned personnel lockers and locks, and establish policy of "subject to entry and inspection by company at any time, for any reason." Utilize open-mesh personnel lockers permitting visibility of contents. The company should limit use of locks and lockers to "employees for their job-related items."
- ___ Establish a policy of "no employee permitted into other employee's locker without permission of supervisor and without witness," and "no hiding of property of the employer or employees."
- ___ Make absolutely sure that security guards and local law enforcement agencies know building access and traffic patterns and property layout.
- ___ Periodically conduct emergency response and property control and protection training utilizing security staff representatives and law enforcement representatives as instructors.
- ___ Make sure security officers are clearly identified and highly visible.
- ___ Do not permit humiliation or degradation of security forces in any manner. Correct security force personnel performance and incompetence problems promptly and efficiently. If any security officer displays deficiencies, correct them through training or replacement of officer and settle only for mature and responsible security force.
- ___ Train security personnel as witnesses and in their role in documenting sensory facts in disciplinary fact-finding investigations and clarify for them the differences between disciplinary investigation procedures and law enforcement investigation procedures, as many security officers may have law enforcement backgrounds only. Distinguish between the union member's "Weingarten Rights" for employment-related misconduct investigations and the citizen's "Miranda Rights" during criminal investigations.
- ___ Acquaint security personnel with disciplinary and grievance procedures and union representative/witness rights under the Collective Bargaining Agreement.
- ___ Discuss liabilities and responsibilities of "deputized security officers" vs. "non-deputized security officers" with Legal Department before deputizing or arming security guards, especially as regards employee rights.
- ___ Clarify with security personnel "power of arrest" authority vs. "power of detainment" authority.
- ___ Clearly post telephone numbers and theft-related misconduct response sequence or notification procedures and actions for supervisors and security officers.
- ___ If an employer believes that there might at some time, either before or after hiring, be a need to utilize "polygraph testing" or "honesty testing" of any kind in conjunction with theft-related misconduct, the employer should coordinate such intent and the actual testing procedures with legal counsel long before the specific need arises. The employer may choose to submit any such test to the U.S. Equal Employment Opportunity Commission for validation, before ever adopting the test.
- ___ Employers, with the advice of legal counsel, should review thoroughly the contents of the Federal Employee Polygraph Protection Act and other statutory and common law theories before engaging in any polygraph testing or honesty testing, for any reason.
- ___ Employers will generally find a deterrence effect if they inform all employees straightforwardly (as a matter of routine policy) that the employer provides budget counseling and other services and alternatives to assist employees with financial problems. Such policies and programs, especially if well publicized, provide employees readily available alternatives to theft-related misconduct.
- ___ Consider a requirement for all employees, present and future, to sign a statement that they have read and understand the company theft policy or the company policies dealing with misuse of company property and unauthorized possession of company property. Include in such a statement clear language stating the company's intention to terminate employment of employees and prosecute all employees, regardless of length of service or position, for violation of such policies and for violation of applicable laws.
- ___ "Hot tip" telephone lines may be established, including anonymous reward system for employees who provide theft-related misconduct information.