

SECURING YOUR BACK-STOCK AND STOCKROOMS

Not too long ago while visiting a store, I noticed it had built-in wood cabinets on the sales floor. Although they were very beautiful fixtures, I later discovered that the store management team was keeping jewelry and accessory back-stock in these drawers. Using these drawers as storage wasn't necessarily the issue, but the drawers didn't have locks, and there was literally thousands of dollars of bagged jewelry that could simply have been removed by a dishonest customer.

In addition to storing items in unsecured fixtures, loss prevention departments receive literally thousands of calls every year from store personnel who have had personal items stolen from their store's back-stock rooms. The great news is—provided that we follow a few simple rules—the majority of these types of thefts are

easily prevented.

When it comes to storing back-stock, store personnel should endeavor to ensure that all valuable back-stock items are kept in a secure location. For example, jewelry, electronics, accessories or other high-value items should always be maintained in a locking drawer, safe or in the stock room.

When store personnel come across unsecured back-stock or other valuable items, they should immediately report them to their management team.

Another important aspect of store security is ensuring that all stock room doors are closed, and that small or high-value items are kept hidden or in secure locations. There have been many cases where bold thieves have actually entered a stock room and stole large amounts of merchandise. This

situation is made worse when there are also back exits out of the store. It is extremely important that all store personnel get in the habit of ensuring the stock room doors are closed. So, if you see that the stock room door is open, take responsibility for closing it.

Last but certainly not least, store personnel should never bring high-value personal items to work. In other words, do not keep valuable personal items or large amounts of cash in the stock rooms, purses, backpacks or bags. There have been many instances of employees losing items that they thought were secure. Take time to think about how you can secure back-stock and increase stock room security; you'll be glad you did, and so will your managers.



TIPS FOR REDUCING STOCKROOM THEFTS:

- Do not store valuable or high quantities of back-stock in easily accessed store fixtures.
- Keep all valuable back-stock items in a locking drawer, safe or the stock room.
- All store personnel should report unsecured back-stock to their management team.
- All store personnel should ensure that stock room doors are closed.
- Store personnel should never keep large amounts of cash or valuables in the stock rooms, personal back packs or purses.