

# Retail Crime Prevention Checklist

Use this checklist to see how secure your store is.



## Your retail community

Have you exchanged phone numbers with your neighbours and discussed how you can alert and assist each other?  
Is there a retail support group in your area that you can be a part of? If not, can you help create one?

## Inside your shop

Is the checkout counter near the door?  
Is the cash register bolted to the counter?  
Is the entire shop visible from the checkout counter?  
Are personal belongings kept secure away from the checkout counter?  
Is a gate or screen in place to prevent public getting behind the checkout counter?  
Are shelves low enough to see the whole shop?  
Are there mirrors in the shop to help staff see blind spots?  
Is there an entry buzzer in the shop to alert staff of customers coming in?  
Is every person greeted when they enter the shop?  
Are cigarettes kept in a locked cabinet?

## CCTV and signage

Does the shop have operating CCTV?  
Are cameras positioned so all parts inside the shop can be seen?  
Are cameras positioned so outside/doorways can be seen?  
Can customers see the CCTV monitors?  
Are CCTV cameras monitored?  
Is camera footage recorded?  
Is the CCTV image quality good?  
Does the shop clearly display signs that no cash is kept on premises overnight?  
Does the shop clearly display signs that CCTV cameras are operating?

## Outside your shop

Are bollards/planter boxes used outside to prevent ram raid burglaries?  
Is there additional window security in place to reduce the risk of windows being smashed?  
Is there a clear view to outside through windows and doors?  
Can staff see members of the public outside before they enter the shop?  
Is the property free from graffiti and rubbish?  
Are the neighbouring properties free from rubbish, graffiti, and vandalism?

## When your shop is closed

Are CCTV cameras and alarm systems operating?  
Are valuable items hidden from view outside the shop?  
Is the cash removed from the shop?  
Is the lighting outside the shop left on at night?  
Are all skylights, doors, and windows securely locked?

For other resources and advice: [www.police.govt.nz/retailcrime](http://www.police.govt.nz/retailcrime)