



RETAIL THEFT GUIDE

CLOSING PROCEDURE:

- ✔ Conduct a full floor sweep checking aisles, fitting rooms, and washrooms
- ✔ Consider zone ownership for staff members to ensure thorough in store checks
- ✔ Check blind spots, corners, and behind displays
- ✔ Remove and secure high-value merchandise (electronics, fragrances, tools, etc) each night
- ✔ Consider overnight concealment and rotating high value items
- ✔ Ensure no customers remain inside the building
- ✔ Activate alarms and ensure all doors are locked

HOW TO REPORT A CRIME:

Call 911 for emergencies or thefts in progress

Call non emergency line for past incidents
519-352-1234

Report non-emergency incidents online through
the Chatham-Kent Police website

Provide clear details including date, location, time,
descriptions, and what you observed

Preserve evidence, save video footage, receipts,
and items touched by suspect- do not touch
suspected evidence

THEFT PREVENTION



FURTHER CONSIDERATIONS



- ✔ Greet every customer that enters your business
- ✔ Do not leave high value items visible in store fronts overnight
- ✔ Keep high value items behind the cash register
- ✔ Avoid tall displays and keep shelving low
- ✔ Allow for a direct line of site from the cash register to all exits
- ✔ Consider mirrors for blind spots in store
- ✔ Ensure bright and consistent lighting both inside and outside
- ✔ In store check ins- consider assigning “zones,” to associates, to be accountable for and to check on shoppers

For more information

Please visit:
www.retailcouncil.org
www.ckpolice.com
519-436-6600

