

Standard Operating Procedure (SOP): Loss Prevention and Security Measures

This SOP details **loss prevention and security measures**, encompassing strategies for theft deterrence, access control protocols, surveillance system management, employee training on security awareness, handling of suspicious activities, inventory management safeguards, emergency response to security breaches, and collaboration with law enforcement agencies. The goal is to protect company assets, ensure the safety of personnel, and maintain a secure operational environment through effective and proactive security practices.

1. Purpose

To outline the procedures and controls for preventing loss, deterring theft, and maintaining a secure environment for all personnel, assets, and information.

2. Scope

This SOP applies to all employees, contractors, and visitors within company premises and covers all company assets, both physical and digital.

3. Responsibilities

Role	Responsibility
Security Manager	Oversee implementation, monitoring, and improvement of security measures.
Supervisors	Ensure team compliance with security protocols and provide training.
All Employees	Adhere to security policies and report suspicious activities.
HR Department	Coordinate employee training and background checks.

4. Procedures

- Theft Deterrence**
 - Maintain visible security personnel or presence during operating hours.
 - Display theft deterrence signage and communicate zero-tolerance policies.
 - Implement anti-theft devices for high-value assets.
- Access Control Protocols**
 - Issue individual ID badges and access cards to authorized personnel only.
 - Restrict access to sensitive areas and conduct regular audits of access logs.
 - Require visitor registration and escort procedures.
- Surveillance System Management**
 - Install and maintain CCTV cameras in key areas.
 - Conduct regular checks of surveillance equipment for proper operation.
 - Restrict access to surveillance footage to authorized personnel.
- Employee Training on Security Awareness**
 - Provide regular security awareness training to all staff.
 - Update employees on emerging security risks and preventive measures.
 - Include loss prevention as part of new employee orientation.
- Handling Suspicious Activities**
 - Encourage prompt reporting of suspicious behavior to supervisors or security personnel.
 - Document and investigate all reported incidents.
 - Escalate critical issues to management and/or law enforcement as needed.
- Inventory Management Safeguards**
 - Implement inventory tracking systems and conduct regular audits.
 - Restrict inventory access to authorized staff.
 - Investigate discrepancies and take corrective actions promptly.
- Emergency Response to Security Breaches**
 - Establish clear procedures for responding to theft or breaches (lockdown, evacuation, contacting authorities).
 - Conduct periodic drills and training for emergency response.
 - Review incidents and update procedures as necessary.
- Collaboration with Law Enforcement**

- Maintain up-to-date contact information for local law enforcement agencies.
- Cooperate fully in investigations and provide requested information.
- Regularly engage with law enforcement for risk assessment support and updates.

5. Documentation

- Incident reports
- Access logbooks
- Inventory audit reports
- Training attendance records
- Emergency drill documentation

6. Review and Compliance

This SOP must be reviewed annually or after any significant security incident. Non-compliance may result in disciplinary action, up to and including termination.