



SOUTH AUSTRALIA POLICE
KEEPING SA SAFE

PREVENTING
CRIME

STAFF EMPLOYMENT

When recruiting staff for your business it is important to ensure you have the best applicant. Consider the following strategies when recruiting and introducing a new member to your business team.

Recruitment

- Applications should be carefully screened, including the sighting of original photographic identification.
- References should be checked.
- Consider requesting applicants to produce a National Police Check.

Employment

- Induction programs for new employees should be conducted providing them with a clear understand of security procedures.
- Ensure your policies are clear and explain what actions are not acceptable and liable to further action by management.
- Advise all staff of the procedures to be followed when they purchase goods from your business.
- Provide strong and consistent supervision.
- Provide ongoing security training.
- All personal belongings should be locked away in a designated, secure area.
- Have an effective asset inventory control system to identify losses as they occur.
- Put procedures in place that make employee theft difficult, including random bag checks and the security tagging of merchandise.
- Careful checks should be made at dispatch and delivery areas to prevent falsifications of records, theft and poor resource management practices.
- Ongoing issues in relation to shortfalls in daily takings should be investigated immediately.
- Watch for customers recognised as continually returning to the same register or customers who appear to be over friendly with the staff.

For further business crime prevention information please visit www.police.sa.gov.au or contact your local police station.

South Australia Police (SAPOL) is committed to working in partnership with the community to prevent crime and reduce the fear of crime to ensure that South Australia is a safe place to live, visit and do business.

BUSINESS SECURITY

