
MANAGER NAME

EMP #

STORE #

DATE PROMOTED

NEW/EXISTING STORE MANAGER LOSS PREVENTION CHECKLIST



The New/Existing Store Manager Loss Prevention Checklist will be completed during the first two weeks of employment at their new store. This form will be collected during your Orientation Meeting with a representative from the Loss Prevention Department. **Note:** Existing Store Managers must only complete those areas marked with an asterisk, along with any LP/RDM requested additional topics. Upon completion, this form should be faxed to Loss Prevention at: (310) 846-6306.

LOSS PREVENTION PERSONNEL	CONTACT INFORMATION
TIM HUMBLE Loss Prevention Director	Cell (626) 437-4104
CARY STRAUS Loss Prevention Manager	Office (310) 846-5622 Cell (818) 383-6400
ANA LEDEZMA Loss Prevention Field Auditor	Cell (951) 427-6509

WITHIN THE FIRST TWO DAYS IN STORE

CONTACT	TASKS	DATE COMPLETE	MGR INITIALS
LOSS PREVENTION	* Contact Loss Prevention to be added to the alarm keypad, to receive instructions on how to use the keypad, and to obtain your Personal Identification Code for communicating with the Alarm Company.		
	*Confirm that all your employees have your cell number.		
	*Confirm all Managers & Keyholders have a list of emergency numbers (Mall Night Security, Regional/District Manager, Cary Straus, Tim Humble, & Ana Ledezma).		
	*Confirm each Keyholder's name and phone number on your alarm call list is current.		

CONTACT	TASKS	DATE COMPLETE	MGR INITIALS
LOSS PREVENTION	*Confirm with Loss Prevention that door/gate keys and safe combination were changed after the previous manager left the company, if needed.		
CONTACT	TASKS		
LOSS PREVENTION	Contact Loss Prevention for Inventory Verification - Complete CLASS counts on the day of, or the day following, an A-box shipment. Count all items in the store including merchandise in the A-Box, windows, pending drawer, layaways, trade-ins, defectives, etc. Classes: 202/203/204/206/207/310/322/328/329/330/403/404/405/407/417/419		

WITHIN THE FIRST WEEK IN STORE

CONTACT	TASKS	DATE COMPLETE	MGR INITIALS
LOSS PREVENTION	*Verify all Case Count sheets for the current year, since January, are filed in the store.		
	*Audit case counts for the current month. Complete count for cases and match to the sheets.		
	* Confirm all case keys are accounted for and assigned to associates. Verify that each associate has a hook with their name in the safe to place keys on when not in use.		
	*Confirm all Managers and Keyholders know how to manually operate power gate (if applicable).		
	*Verify each Keyholder has a bank night drop/lockbox key, if applicable.		
	*Verify/Count that every drawer obtains \$100 to start the day and fill out the cash control chart.		
	*Confirm display case alarms are properly working, if applicable.		
	*Confirm all associates know and understand how to use the "210" security code.		
	*Confirm one working diamond tester is in the store and all associates know how to use it.		

WITHIN THE FIRST 2 WEEKS IN STORE - PREPARE FOR THE LOSS PREVENTION ORIENTATION MEETING
(ONLY FOR NEW STORE MANAGERS)

CONTACT	TASKS	DATE COMPLETE	MGR INITIALS
LOSS PREVENTION	Loss Prevention will contact you to schedule an LP Orientation Meeting.		
	Review/Watch Free Gift Reconciliation training video, which is available on the store's iPad, on the Training App.		
	Review Loss Prevention Manual (see Store Intranet under Operations Manual, Loss Prevention).		
	Review Key Contacts and Emergency Response Guide (flip chart) located in your backroom.		
	Review the Merchandise/Spiff Control Report (see Store Intranet under Loss Prevention Forms).		
	Review Store Audit (see Store Intranet/search forms/2021 Audit)		
	Review Store Safety Audit (see Store Intranet under Loss Prevention Forms)		

On _____ of _____, Loss Prevention completed reviewing this New Manager's Loss Prevention Orientation Checklist with me. My signature below indicates that I understand and will comply with these company expectations as described above for me as a Store Manager.

Store Manager _____ Employee# _____ Loss Prevention _____