



# PROPOSAL KIT SAMPLE

## Security Plan Analysis Document

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# ANALYSIS

11/3/20xx

## Security Analysis for Kickit Department Store

Prepared for: Jodi Rogers  
Manager, Kickit, Inc.

Prepared by: Stone Parkherst  
Parkherst Security Consulting





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# INTRODUCTION

Kickit, Inc. is a clothing and accessory store that is very popular with teens and twenty-somethings. The manager of Kickit, Inc. has recently become concerned about security, as several items of expensive merchandise have disappeared, and gang graffiti has been sprayed on one of the exterior store walls during hours of darkness.

Kickit, Inc. management hired Parkherst Security Consulting to do a three-day study of the store activity and submit a security analysis for consideration. This report is the result of that study.





# NEEDS ASSESSMENT

Parkherst Security Consulting has completed our assessment of your store security and has identified the following needs which are not being met.

Although only minor problems have occurred on site to date, we want to bring to your attention the following security issues.

## Needs

Kickit, Inc. is a popular clothing and accessory store located within a small strip mall. It has one set of sliding doors in the front that are open to the public during business hours, and another single back door that is used by employees and delivery personnel. Neither of these doors is electronically monitored in any way, which could allow for theft of merchandise by customers or employees and/or entry of personnel with violent intent, such as terrorists, active shooters, or armed robbers.

In addition, Parkherst Security Consulting observed that cash registers are sometimes left unlocked and office computers left on when employees are away from their stations. These situations allow easy opportunities for theft of money, credit card information, and customer and employee records.

## Market

Although establishing proper security measures will initially cost Kickit, Inc., the store should save money in the long run by eliminating opportunities for problems to occur. In the event that a major incident happens, Kickit, Inc. will be prepared to cooperate with law enforcement authorities and insurance investigators.

## Solution

We believe that additional in-store security should be established, in the form of electronic surveillance cameras positioned strategically within the store, use of security tags on merchandise in conjunction with an electronic security gate for the front door, and an electronic keypad entry system on the back parking lot door and the inside store office door. In addition, further training of staff is recommended to prepare them for possible emergency situations.





# GOALS AND OBJECTIVES

The management of the Kickit, Inc. store expressed several goals to Parkherst Security Consulting.

- **Deter theft of merchandise**

Kickit, Inc., like all retail stores, is at risk of shoplifting of merchandise by customers on the sales floor and may also be at risk of theft of stockroom supplies by employees and intruders.

- **Increase security of computer records and credit card information**

Identity theft is a continual problem in the United States, and it generally starts in two different ways: intrusion into computer systems, or theft of printed records and credit card sales receipts. With cash registers and an onsite office containing three computers, Kickit, Inc. is at risk for both of these scenarios.

- **Increase security for customers and employees**

Customers want to feel safe inside a retail space, and employees deserve a safe workplace.

- **Discourage undesirable intruders from entering the store**

The best way to increase security for personnel and to deter theft is to discourage criminals and undesirable elements from entering the premises both during and after store hours.

## Summary

Parkherst Security Consulting undertook this study with all of the above goals in mind.





# SECURITY PLAN

Security is always of primary importance, both in private venues such as business offices and especially in those open to the public, such as retail stores. Listed below are the measures recommended to improve and ensure security in the Kickit, Inc. department store.

- **Invest in and install an electronic security tag system to protect against merchandise loss.**

This system should include security pins for expensive merchandise and an electronic security gate system for the front door.

- **Install security cameras throughout the store and office, as well as at front and back doors.**

Many thieves and potentially violent criminal types (active shooters, armed gang members, vandals, etc.) will be deterred by the presence of cameras. In the event that a robbery or other incident does occur, video captures may be used to help identify the guilty parties.

- **Develop policies for using office computers and cash registers to safeguard documents and records, and train employees to follow these policies.**

Employees need to understand when they may be exposing information to potential thieves and hackers, and must learn how to protect these records.

- **Install an electronic security system to monitor and control entry to the front door, back door, and office door, and add panic buttons at strategic locations for emergencies.**

An electronic key system will record entries for record keeping, and will prevent unauthorized intrusions. Panic buttons will allow employees to signal law enforcement in the event of an emergency.

## Summary

Putting into effect the basic security measures discussed above will improve security for all personnel and will safeguard against hacking attacks and identity theft.



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