

# **BARTELL DRUGS**

*Washington's Own Drugstores*

**Position Description:** Loss Prevention Officer

**Department:** Loss Prevention

**FLSA Status:** Hourly

**Effective Date:** 05/24/2007

**Primary Objective:**

The Loss Prevention Officer will work in plain clothes in our stores, posing as a customer. He/She is responsible for detecting and apprehending those who commit theft and other crimes in our stores and upon our premises. The Loss Prevention Officer will detain and interview suspects, complete required paperwork and reports, process evidence, contact the local police department and assist in suspect prosecution.

**Reports to:** Director of Loss Prevention

**Major Responsibilities and Duties Which May Be Considered Essential:**

- The Loss Prevention Officer will work in the company stores as scheduled, to provide security services. He/She will survey stores upon arrival to detect signs of theft activity and consult with store employee associates to obtain information regarding security problems. This person will observe customers, looking for theft activity to include shoplifting and refund fraud, as well as evidence of other crimes.
- The Loss Prevention Officer must routinely place customers under surveillance. This person must be able to observe customers selecting and concealing merchandise without being detected, and must maintain surveillance until the customer exits the store with unpurchased merchandise. He/She will confront, apprehend, and detain suspected shoplifters. The Loss Prevention Officer will also apprehend those persons who commit refund fraud, other crimes, and those who act as accomplices to the theft of others.
- The Loss Prevention Officer will detain suspects in the store and interview them to obtain identity information and theft admissions. This person will determine whether to release the suspect or inform the local police department, in order to seek prosecution.
- The Loss Prevention Officer will write and tender Theft Reports and Statement Forms to document their apprehensions of suspects. This person will complete and tender Incident Reports to document other significant activity occurring at the store. LPOs also complete Monthly Logs to document their work activity, and Expense Reimbursement Forms to document expenses.

**Physical Requirements:**

- Regular attendance and punctuality is required.
- Constant standing, occasional kneeling, or squatting on concrete floors for hours at a time.
- Some suspect apprehensions may require the use of physical force, within company guidelines and according to LPO training methods, in order to control and detain suspects.

**General Comments:**

- This is a regular full-time position. LPOs must be able and available to work in any company store during our regular hours of operation on any of the seven days of the week.
- Will perform other duties as assigned.