



## Physical Security

- Regularly conduct a thorough evaluation of your structural security
- Evaluate your roof and roof openings
- Evaluate your door and window locks
- Evaluate the walls and ceilings - criminals can gain access by cutting through adjoining walls
- Evaluate exterior lighting
- Evaluate your alarm system

## Reporting Requirements

You are required by law to report a theft or loss of firearms to the local law enforcement authority and ATF within 48 hours.

To report a missing or stolen firearm you must do all of the following:

- 1) Contact the local police/sheriff
- 2) Contact your local ATF office and/or the ATF Firearms Theft Hotline
- 3) Complete ATF Form 3310.11, Federal Firearms Licensee Theft/Loss Report, and submit by fax or mail

Also notify ATF AND local law enforcement of any firearms recoveries.

By properly analyzing your firearms business practices and security measures, you can better safeguard your assets and make your workplaces and communities safer.

## Contact ATF

### Firearms Theft Hotline

1-888-930-9275

Report Illegal Firearms Activity

1-800-ATF-GUNS (1-800-283-4867)

### Other Criminal Activity

1-888-ATF-TIPS (1-888-283-8477)

Email: [ATFTips@atf.gov](mailto:ATFTips@atf.gov)



[www.atf.gov](http://www.atf.gov)



[www.facebook.com/HQATF](https://www.facebook.com/HQATF)

[www.twitter.com/atfhq](https://www.twitter.com/atfhq)

[www.instagram.com/atfhq](https://www.instagram.com/atfhq)

[www.youtube.com/user/ATFHQ](https://www.youtube.com/user/ATFHQ)



U.S. Department of Justice  
Bureau of Alcohol, Tobacco,  
Firearms and Explosives

# Loss Prevention *for* Firearms Retailers

As a firearms retailer you have a risk of burglary, theft, and loss. This guide will help you evaluate the security of your premises and help you develop a strategy for preventing losses.



ATF P 5380.1  
January 2016

Minimize your risk by following these suggested loss prevention tips.

## Firearms Inventories

- Completing a firearms inventory at least annually will enable you to timely find and report missing inventory.
- Open every box and verify each serial number.
- During inventories, match the firearm by serial number to the A&D log book and match the book to the firearm.

## Alarm Systems

Alarm systems are highly recommended for all firearms retailer and may be required by State or local laws. For complete protection we recommend you include:

- Monitoring with cellular back-up
- Interior motion detection
- Glass breakage detection
- An audible local alarm



## Best Practices

- Safeguard your inventory records by securing them after hours
- Examine each shipment of firearms that you receive - visually check and compare each serial number
- Keep timely and accurate acquisition and disposition records
- Maintain a disaster plan
- Keep ammunition stored separately from the firearms and out of reach of customers
- Train and educate employees on your policies and procedures
- Education about loss prevention measures can prevent thefts from occurring

## Prevention – Your Path to Success

- The cost of security outweighs the risk of theft
- Consider the safety of your employees and communities
- Know your employees and hire only those you trust

## External Loss Prevention Controls

- Alarm system with regular testing
- Video surveillance with motion detection
- Signage, such as “Premises Under Video Surveillance” or “All handguns secured after hours”
- Security camera with illuminated dot indicating recording
- Secure any wall or window-mounted air conditioners
- Door and window bars
- Glass window film
- Concrete balusters in front of the store
- Fogging devices
- Pull down gates
- Reinforced heavy duty doors and frames



## Internal Loss Prevention Controls

- Lock display cases at all times
- Show only one firearm at a time to a customer
- Secure firearms when the store is closed
- Use cable trigger guards
- Divide the firearms responsibilities (purchasing, Forms 4473, records)
- Require two-party inventories
- Ensure employees handling firearms are not prohibited

