Initial Complaint

1 .Who's the caller? Name, DOB, Address, Phone #

2 .Address of theft

3 .What was stolen? When?

4 .Who's the victim: Name, DOB, Address, Phone #

5 .Any suspects: Name, description

First responder and Scene examination

1 .Obtain Victim statement

2 .Is there a witness? Obtain a witness statement

3 .What was stolen: Make and Model

4 .Is there a serial number: Make or Model number

5 .Description of stolen item(s). Colors, distinguishing marks, anything written on it? etc.

6 .Does the victim have a picture of the stolen item?

7 .Photograph where the item was stolen from

8 .If item was shoplifted, photograph identical items in store along with price tag

9 .Conduct an inventory of item(s) believed missing

10 .How much is the stolen item worth?

11 .Does the victim have a receipt?

12 .Does the victim have the box the stolen item came in?

13 .Location the item was stolen from?

14 .Name and/or description of any suspects

15 .Why are they suspects?

16 .Is there video?

17 .Is there a need for Forensic Identification Unit to attend?

ADDITIONAL QUESTIONS

1. Do fingerprints need to be lifted from secured objects

2. Shoe or foot impressions off of secured objects

3. Severity of Theft: Value, victims on scene during, had there been a rash of thefts lately, etc.

4. Need for more professional photographs

5. Likelyhood of fingerprints/footprints/shoe impressions being lifted. Dusty surfaces, smeared prints, gloves being used

6. Tire impressions

7. DNA left behind: Broken glass, cigarette butts, urine, feces, saliva, etc.

18 .If identifications services needed

ADDITIONAL QUESTIONS

1. Keep scene secure

2. Cover outside evidence until identification section attends

3. Begin taking statements

19 .If Identification services not required to attend, continue with investigation

20 .Was it a crime of opportunity?

Follow up Investigation

1 .Neighborhood inquiries

2 .Contact pawn shops with description of stolen items

3 .Media Release

4 .Social Media sites

5 .Search Internet Classified ads sites: (kijiji.com, ebay.com, etc...) for stolen items

6 .Talk to or email other members of your police force to determine if they have any related files lately with any suspects

7 .If they took place in a business. Consider having staff complete a view questionnaire to try to pinpoint a suspect

Arrest of Suspect

1 .If suspect on scene or located later. Arrest for theft under/over (Sec 10(a) C.C.C.)

2 .Read Rights to Counsel Sec 10(b) C.C.C. make note of responses

3 .Read Police Caution, make note of responses

4 .If the accused was or could have been talking to another police officer read the Secondary Police Caution

5 .Handcuff suspect

6 .Search incident to arrest

ADDITIONAL QUESTIONS

1. (1) to ensure the safety of the police and the public

2. (2)To protect evidence

3. (3) to discover evidence

7 .Seize any evidence related to the offence

8 .If the item is re-sellable. Photograph the item and return to store

9 .If the item is not re-sellable. Seize exhibit and process same for court

10 .Bring suspect back to Detachment/sation

11 .Obtain Cautioned statement

12 .Fingerprint and Photograph

13 .If suspect is to be remanded. Bring to a Justice of the Peace for same

14 .If suspect is to be released. Serve Appearance Notice/Recognizance with or without sureties/or Promise to appear with an Undertaking providing conditions to stay away or have no contact with victim or business

15 .If charges are not going to be laid with an undertaking. Consider serving a trespass notice on the suspect

Statements

1 .Victim(s)

ADDITIONAL QUESTIONS

1. Tombstone data: Full name, DOB, Address, Phone number

2. Determine timeline. When property as stolen, when last seen? when noticed missing?

3. What was stolen? Make, model, description, current or original value ($), serial numbers

4. Any prior issues with anyone/suspects in the past? Debts owed, other disputes, disgruntled employees, family disputes, disputes with clients? etc.

5. Any suspects? Description

6. Why are they suspect?

7. Determine relationship with the suspect

8. Try to determine how the suspect stolen the item

9. Does the accused has any ownership to the stolen property?

10. Could the victim pick the suspect out of a photo lineup?

11. Why would anyone commit the theft?

12. Are they insured or are they making a claim through insurance

13. Suspect cautioned statement should be under statements

2 .Witness

ADDITIONAL QUESTIONS

1. Tombstone Data: Full name, DOB, Address, Phone number

2. What did he/she witness?

3. Where was the item when it was taken?

4. Any suspects? If yes, why do they suspect take the item

5. Did the witness see the suspect take the item

6. Did the witness see the suspect take the item

7. Describe the suspect

8. When was the item stolen

9. What role does the witness have in the theft

10. Does the witness know the suspect and how?

11. Do they know who owns the items stolen?

12. Does the witness know if the suspect know who owns the item stolen

13. Any previous history between the suspect and victim or witness?

14. Could the witness pick the suspect out of a photo lineup?

Suspect Cautioned statement

1 .Tombstone Data: Full Name, DOB, Address, Phone number

2 .Did they take the item?

3 .Did they move it with intent to steal it?

4 .Why did they take it?

5 .Who owned it?

6 .When did they take it?

7 .How did they take it?

8 .If the suspect denies taking the item, then consider interrogating the suspect

9 .Consider the user of a polygraph examiner