

# **Loss Prevention Incident Flowchart**

## **1. INITIAL REPORT/DISCOVERY**

- Employee theft suspected or reported
- Unusual financial discrepancies identified
- Anonymous tip received

## **2. PRELIMINARY ASSESSMENT**

- Review available evidence
- Verify discrepancy details
- Determine investigation priority

## **3. EVIDENCE COLLECTION**

- Secure relevant documentation
- Review security footage
- Interview witnesses (if applicable)
- Preserve digital records

## **4. INVESTIGATION PLANNING**

- Develop investigation strategy
- Assign investigator(s)
- Establish timeline
- Coordinate with legal/HR as needed

## **5. DETAILED INVESTIGATION**

- Conduct employee interviews
- Analyze financial records
- Verify alibis and statements
- Document all findings

## **6. CASE RESOLUTION**

- Determine if theft occurred
- Identify responsible party
- Calculate losses
- Prepare final report

## **7. ACTION & FOLLOW-UP**

- Implement disciplinary action
- Recover losses (if possible)
- Update security procedures
- Share lessons learned