

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