

Theft Incident Investigation Report

Date of Report: [Insert Date]

Prepared By: [Your Name]

Incident Number: [Insert Incident Number]

1. Incident Overview

- **Date of Incident:** [Insert Date of Incident]
- **Time of Incident:** [Insert Time]
- **Location:** [Insert Location]
- **Type of Theft:** [e.g., Property Theft, Burglary, Vehicle Theft]

2. Description of the Incident

On [date], at approximately [time], a theft occurred at [location]. According to the initial report, [briefly describe the event, e.g., "an unknown individual gained unauthorized access to the building and stole various office equipment"]. The stolen items include [list the stolen items, e.g., "laptops, mobile phones, etc."].

3. Affected Parties

- **Victim(s):** [Name(s) and contact details of the victim(s)]
- **Witnesses:** [List witnesses, if any, with contact information]
- **Suspected Individuals:** [List of suspected individuals, if applicable]

4. Evidence Collected

- **Security Footage:** Security footage from [location] was reviewed and captured [briefly describe relevant findings from the footage].
- **Fingerprints:** [If fingerprints were collected, describe where and by whom].
- **Witness Statements:** Statements were taken from [insert witnesses], who reported seeing [briefly describe key points from witness statements].
- **Other Evidence:** [Any other evidence, such as physical items recovered or digital records].

5. Analysis of Incident

Upon review of the evidence, it appears that [insert analysis, e.g., "the perpetrator entered through the rear entrance of the building, which was found unlocked, and accessed the office undetected. The lack of an active alarm system contributed to the ease of access."]

- **Method of Entry:** [Explain how the theft occurred, e.g., broken window, forced entry, etc.].
- **Likely Motive:** [Insert possible motive if known, e.g., financial gain].

6. Actions Taken

- **Police Notification:** The local authorities were notified at [time] and a report was filed.
- **Investigation Initiated:** [Briefly describe steps taken, e.g., "Security footage was reviewed, and staff were interviewed."]

- **Preventive Measures:** To prevent future incidents, the following measures are recommended:
 - [E.g., Installation of security cameras]
 - [E.g., Implementation of key card access controls]

7. Conclusion

The investigation is ongoing. Further leads are being pursued based on the evidence collected, including [mention any pending steps like “analysis of fingerprints” or “additional witness interviews”].

The next steps include continuing to review surveillance footage from nearby locations and awaiting a police report update.

Report Submitted By:

[Your Name]

[Your Position]