

Theft in School 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 School Name and Location]
- **Type of Theft:** [e.g., Personal Items, School Property Theft]

2. Description of Incident

On [date], it was reported that [describe the stolen items, e.g., "student belongings, electronic devices, or school equipment"] were stolen from [insert location within the school, e.g., "classroom, locker room"]. The theft was discovered when [briefly describe how it was noticed, e.g., "a student reported their missing item or staff noticed equipment was missing"].

3. Involved Parties

- **Victim(s):** [List the names and contact details of affected students, teachers, or staff]
- **Witnesses:** [Names of witnesses and their contact details, if available]

- **Suspected Individuals:** [If applicable, list any suspected students, staff, or unknown individuals]

4. Evidence Collected

- **Security Footage:** [Describe any relevant school CCTV footage, e.g., “security cameras captured an individual entering the classroom after hours”].
- **Witness Statements:** [Summarize witness accounts, e.g., “students reported seeing an unknown individual near the lockers”].
- **Physical Evidence:** [If applicable, describe any physical evidence, e.g., “tampered lockers or fingerprints”].

5. Actions Taken

- **School Administration Response:** The school administration was alerted at [time], and immediate steps were taken to secure the area and report the theft.
- **Law Enforcement Notification:** Local authorities were contacted at [time], and an official report was filed.
- **Internal Investigation:** Interviews were conducted with staff and students, and a review of access to the affected areas was initiated.

6. Investigation Findings

Based on the initial investigation, it was determined that the theft likely occurred between [insert time range]. The suspect(s) gained access to the area by [describe how the theft occurred, e.g., “an unlocked door or forced

entry"]. The motive appears to be [insert possible motive, if known, e.g., "theft of valuable electronics or personal belongings"].

7. Preventive Measures

To prevent future incidents, the following actions are recommended:

- **Enhanced School Security:** Install additional CCTV cameras and ensure all doors are locked after school hours.
- **Locker Security:** Reinforce locker security by encouraging students to use secure locks.
- **Student Awareness:** Provide guidance to students on securing their personal belongings.

8. Conclusion

The investigation is ongoing. Law enforcement and school administration are working together to gather more evidence and identify the suspect(s).

Additional security measures have been implemented to protect the school premises.

Report Submitted By:

[Your Name]

[Your Position]