

Theft Case Investigation Report

Date of Report: [Insert Date]

Prepared By: [Your Name]

Incident Number: [Insert Incident Number]

1. Incident Summary

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

2. Incident Description

On [date], a theft occurred at [location]. The stolen items include [list the stolen items, e.g., "cash, electronics, personal belongings"]. The theft was discovered by [briefly explain how the theft was discovered, e.g., "staff during routine checks, or reported by a witness"].

3. Parties Involved

- **Victim(s):** [Name(s) and contact details of the victim(s)]
- **Witnesses:** [Names of witnesses and contact information, if available]
- **Suspect(s):** [Names or descriptions of suspects, if known]

4. Evidence Collected

- **Security Footage:** [Summarize footage details, e.g., "CCTV shows an individual entering the building at 11:00 PM"].
- **Physical Evidence:** [Any evidence collected at the scene, such as fingerprints, broken locks, etc.].
- **Witness Statements:** [Summarize witness accounts].

5. Investigation Findings

Based on the collected evidence, it was determined that [insert findings, e.g., "the suspect gained access through an unlocked window and stole the items in under 10 minutes"]. The motive appears to be [possible motive, if known, e.g., "financial gain"].

6. Actions Taken

- **Law Enforcement:** The police were notified at [time], and a formal investigation was initiated.
- **Security Measures:** Additional security steps were taken to secure the premises, such as [e.g., "replacing locks or installing surveillance"].

7. Conclusion

The investigation is ongoing. Further leads are being followed based on available evidence. Law enforcement is conducting a detailed review to identify and apprehend the suspect.

Report Submitted By:

[Your Name]

[Your Position]