

## **Stolen Property Investigation Statement Checklist**

- 1) Who discovered the theft?  
Response: \_\_\_\_\_  
\_\_\_\_\_
- 2) Who had custody of the item at the time of the theft?  
Response: \_\_\_\_\_  
\_\_\_\_\_
- 3) When (date and time) and where (physical location, i.e. building and room number) did the theft occur?  
Response: \_\_\_\_\_  
\_\_\_\_\_
- 4) Was the property on loan to another department or individual at the time of the theft?  
Response: \_\_\_\_\_  
\_\_\_\_\_
- 5) Who last saw the property?  
Response: \_\_\_\_\_  
\_\_\_\_\_
- 6) When and where was the property last seen (date, time, location)?  
Response: \_\_\_\_\_  
\_\_\_\_\_
- 7) Was the property assigned to a secured location? If so, how was it secured?  
Response: \_\_\_\_\_  
\_\_\_\_\_
- 8) Was there evidence of “forced entry?” If so, please describe the type of forced entry.  
Response: \_\_\_\_\_  
\_\_\_\_\_
- 9) Was the property stolen from a vehicle? If so, was the vehicle secured?  
Response: \_\_\_\_\_  
\_\_\_\_\_
- 10) If the vehicle was secured was the property placed out of plain sight, e.g. in the trunk, the glove box, or under the seat?  
Response: \_\_\_\_\_  
\_\_\_\_\_
- 11) Who has key access to the property’s assigned location?  
Response: \_\_\_\_\_  
\_\_\_\_\_
- 12) List all parties notified of the theft.

Response: \_\_\_\_\_  
\_\_\_\_\_

- 13) Were there any procedures in place to safeguard this property at the time of its loss? If so, were these procedures followed?

Response: \_\_\_\_\_  
\_\_\_\_\_

- 14) If there were no procedures in place have procedures been developed and put into place?

Response: \_\_\_\_\_  
\_\_\_\_\_

- 15) During the department's investigation of this theft what individuals were interviewed?

Response: \_\_\_\_\_  
\_\_\_\_\_

*The party filing this report should print and sign their name at the end of their written statement.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date