

# STATEMENT GUIDE

## COMMERCIAL PROPERTY THEFT – INVESTIGATING OFFICER

### Opening

This is (name of adjuster) conducting a recorded interview (“in person” or “by telephone”) with (name of person being interviewed) on (date of interview) concerning an incident which took place on (date of incident) at (location of incident).

### Permission

1. Do you understand that this interview is being recorded?
2. Is it being recorded with your permission?

### Identification

1. Would you state your full name, and spell your last name, please?
2. What is your date of birth?

### Employment

1. What is the name of your employer?
2. What is their address and phone number?
3. What is your title and rank?
4. How long have you worked there?
5. Do you have any previous related employment?
  - If yes, when and where?
6. Do you have any special training in theft investigation?
  - If yes, please explain.

### Incident Date, Time, & Location

1. Describe the area and location where this incident occurred?
2. What was the date and time that this incident occurred?
3. Describe any signs of forced entry to the structure.
4. What employees have access to the area where this incident occurred?
5. Was the business locked when this incident occurred?
6. Describe any alarms that are located on the property?
  - Did the alarm go off when this incident occurred?
  - What are the names of all parties that have the password to the alarm?
7. What is the age of the building?
  - What type of construction is the building?

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8. Are all sets of keys to the building accounted for?
  - How many sets of keys are there for the building?
  - What are names and telephone numbers of others who have keys to the building?

#### **Incident Details**

1. Describe to me what happened when you arrived to the scene.
2. Who discovered the theft?
  - What are the names of all parties that were present when the theft was discovered?
3. Did anyone witness anything or anyone strange in the area prior to the theft occurring?
4. Was anything removed from the building before the theft?
5. What valuables and special equipment were in the building?
6. Describe any damage to the building.
  - Was there any broken glass in the building?
  - Did the glass fall inside or outside of the building?
7. What property was taken from the building?
  - What are the makes, models, serial numbers, and purchase prices of the items?
  - Where were the items located in the dwelling?

#### **Suspects**

1. Do you have any suspects regarding this incident?
  - What are their names, addresses, and phone numbers?
  - Why are they considered suspects?

#### **Witnesses**

1. Were there any witnesses to this incident?
  - What are their names, ages, addresses and telephone numbers?
2. Where were they located when the theft occurred?

#### **Previous Occurrences**

1. Have you investigated any other thefts from this location or area?
  - When and where did those incidents take place?
  - What was the outcome of those incidents?

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**Police Investigation / Post Accident Discussions**

1. Were any other police agencies called to the scene?
  - If yes, what is there name, phone number, and address?
2. Did you interview all parties involved with the theft?
  - What was said in your conversations?
3. Were any photographs taken of the scene?
  - Who took the photographs and where are they now?
4. Describe any physical clues discovered at the scene.
5. In your opinion, what occurred during this theft?

**Closing**

1. Is there anything you would like to add regarding this accident?
2. Have you understood all of the questions asked?
3. Is all of the information that you have given true to the best of your knowledge?
4. Do you understand that this interview has been recorded?
5. Was it recorded with your permission?

Thank you. This concludes our interview.