

Completing a police report

- If you are able to use NICE DEMS upload CCTV footage using a link forwarded by the police on initial reporting. (Refer to NICE DEMS document)
- If unable to use NICE DEMS, burn the CCTV footage onto a DVD. This should include all of the footage of the incident. If CCTV is the only evidence then it must show all elements of the offence and the suspect(s) must be identifiable from it for police to be able to progress the investigation. If the offence is not captured in full by the CCTV or the suspect is not identifiable then there is no need to burn the CCTV. (Refer to Identification Evidence Standards)
- Complete an exhibit label for the CCTV (more advice in the attached guidance).
- Complete the pro-forma statement. Cross through any sections that do not apply.
- It may require more than one person to complete a statement. For example, one staff member saw what happened and can say what was stolen, but another staff member is downloading / producing the CCTV. In this case both members of staff should complete separate statements.
- Complete the CCTV production statement. If there is CCTV footage, a member of staff must complete a statement exhibiting it. If the witness also burns the CCTV then they can include it in their statement. If another person burns the CCTV, they must complete a statement and exhibit the disc, in addition to the attendant completing theirs. The person who exhibits the CCTV should complete the exhibit label for it.

- All exhibits must be numbered sequentially (e.g. CCTV disc as ABC/01, Copy of till receipt as ABC/02 etc).
- Remember to sign at every place where it says "signature" (a total of 5 signatures on the statement and 2 signatures on the back page that has your details).
- A chronology must be completed by the CCTV operator outlining the sequence of events that the CCTV shows. (See enclosed example form for guidance). Due to time constraints without a properly completed chronology, police are unlikely to investigate the incident.

Business Impact Statement

All companies have the right to make a BIS at any time from the date of the incident to when it goes to court. The BIS sets out in your own words what impact the incident has had on your organisation.

Should the case get to court it will be considered and may be questioned by the defence.

A BIS can be completed by a nominated person, for example a manager on behalf of your business. Alternatively, this information can be added to the bottom of the pro-forma statement.

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Retail Action Crime Kit