

Initial Crime Investigation Template
To be FULLY completed for all Crime Occurrences

Involved Persons
GUIDANCE - For business crime such as shoplifting, Select the Business/Organisation as the Victim. e.g. 'Tesco'. Add their involvement as 'Aggrieved'
For crimes against the state, search 'Crime Against The State (relevant year)' as a Business/Organisation and link.

Victim/Aggrieved - Always add as Aggrieved involvement
[Victim/Aggrieved](#) OR [Business/Org.](#)

Suspects - Always add as 'Suspect' involvement
[Suspect](#)

Witnesses - Always add as 'Witness' involvement
[Witness](#)
[Add More Witnesses](#)

*****Summary Of Occurrence

[Provide Details](#)

Crime Type Questions

[Is this a Domestic Abuse Crime](#)
[Is this a Stalking Occurrence or are there any Stalking indicators](#)
[Is this a Hate Crime](#)
[Is this a Sexual Offence \(pathways\)](#)
[Is this a Fraud Crime](#)
[Any Criminal Exploitation evidence](#)
[Is it an ASB related Crime](#)

| Secondary Linking | |
|---|--|
| Add Telephone Number linked to occurrence | Add Telephone Number linked to offence |
| Additional Phone Numbers | |
| Add Email Address linked to occurrence | Add Email Address linked to offence |
| Additional Emails | |
| Add Vehicle linked to occurrence | Add Vehicle linked to offence |
| Additional Vehicles | |
| Add Linked occurrence | Add Linked Occurrences |
| Additional occurrences | |
| Add Property | Add Property |
| Additional Property | |

| Investigative Opportunities | |
|---|----------------------------|
| *****Digital Evidence***** | |
| Is the incident covered by CCTV? | Yes/No/N/A |
| Is there BWV available for this investigation? <i>(All footage must be categorised correctly)</i> | Yes/No |
| Is there any other digital media for this investigation? | Yes/No |
| Please provide further detail if answered YES to any of the above | |

*****House to House Relevant in this investigation*****

Please provide detail of enquiries completed

| *****Forensic opportunities or considerations ***** | |
|---|---------------|
| Have items been seized that will require forensic examination? | <u>Yes/No</u> |
| If Yes, have the items been submitted? | <u>Yes/No</u> |
| <u>Please outline the forensic opportunities with this case and actions completed</u> | |

*****Searches Relevant in this investigation *****
Please provide detail of searches completed or to be considered

*****Victims Code*****

- Is there a Victim for the Crime
- Has a Victim Needs Assessment been completed?
- Is the victim supportive of a prosecution?
- Is the Victim supportive of an Out of Court resolution if suitable?
- Have you discussed Special Measures with the victim?
- Has the victim been offered an opportunity to make a Victim Personal Statement?
- Have you provided Crime Prevention advice?

Referrals

Please provide details of any Referrals made

Investigation Plan

Completed Actions

Outstanding Actions

CDI

Was this Crime Created using PRONTO?