

Missing Damaged, or Stolen Property Investigation Report

Missing Property Damaged Property Stolen Property
Date: _____ Department: _____ Building: _____ Room #: _____

Property Tag #: _____ Serial #: _____ Value: _____

Property Description: _____

When was the property determined to be missing/damaged? _____

What steps were taken to locate the missing property? _____

Who was notified of the loss/damage when and how? _____

Was the loss due to a break in? _____

Who had possession of the item? If not the property custodian of the department, what documentation is available showing transfer or loan of the equipment? _____

If missing, who saw the property last? _____ Date the property last seen? _____

Who has access to the area/property/keys? _____

How was the area/property secured? _____

If missing from a vehicle, was the vehicle secured? _____ If yes, were high risk items placed out of plain sight? _____

What procedures are in place to safeguard this property against loss or damage? _____

Were these procedures followed correctly? _____ Was everything done to safeguard this equipment? _____

Are all employees aware of their responsibility to exercise reasonable care of property? _____

What action has been taken to prevent further losses/damage? _____

A police report must be filed for all missing, damaged,

Our investigation of the circumstances surrounding the ~~stolen~~ property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property _____ Please check or (e) box _____