



Procedures of Handling Shop Theft Cases

Report

- You may report to any police officer in person or visit any of our police stations.
- You may phone up any police station – report room.
- In case of an emergency, please dial 999.

At the Scene

- Uniformed Branch Officers will arrive at the scene promptly.
- You should provide useful information to the police immediately, such as details of the suspect, stolen property, or exhibits found at the scene.
- If you have a CCTV system, please provide the tape or recording to the investigation officers for evidence.
- Scene of crime experts may attend the scene and collect evidence if necessary.
- For some minor cases without an arrest or an immediate lead for investigation, the police at the scene will record the case and may not require you to give a written statement.

Follow-up Enquiries

- You (and other witnesses if required) may be invited back to the police station for further enquiries such as statement taking.
- Security personnel who have arrested a culprit at scene may give a statement using a proforma statement.
- Property not required to be retained as an exhibit will be returned to you.
- Crime Prevention Officers may visit your premises and give advice.
- Contact will be maintained with you and if you have any fresh information, do not hesitate to inform the investigation officers. (Contact telephone numbers are available)

Arrest of Suspect

- In case of prosecution, you may have to attend court and give evidence.
- You will be notified about the case result or progress of the investigation in due course.