

BC Retail Crime Incident & Pattern Review Checklist

Complete this review while useful information is available. Record observable facts, protect staff safety and privacy, preserve evidence under company procedures, and assign a responsible follow-up owner.

1 INCIDENT IDENTIFICATION

Date	Time
Store / property	Manager reviewing

2 PRODUCT & LOCATION

Product / property	Approx. value
Store zone / entrance	Direction of travel

3 FACTUAL OBSERVATION

- | | |
|---|---|
| ☐ Facts separated from assumptions | ☐ Actions taken recorded |
| ☐ Notifications recorded | ☐ Descriptions are objective |

4 VIDEO / EVIDENCE PRESERVATION

- | | |
|--|--|
| ☐ Relevant video identified | ☐ Retention procedure followed |
| ☐ Camera / file reference saved | ☐ Access and sharing controlled |
- Evidence location / owner

5 POLICE FILE

- | | |
|--|--|
| ☐ Police contacted under policy | ☐ No report required / made |
| File number | Reporting agency |

6 RELATED-INCIDENT COMPARISON

- | | |
|--|--|
| ☐ Dates / times compared | ☐ Products / zones compared |
| ☐ Methods / vehicles compared | ☐ Other locations checked |
- Related report references

7 STAFF-SAFETY REVIEW

- | | |
|--|--|
| ☐ Approved procedure followed | ☐ Threat / violence escalated |
| ☐ Staff support required | ☐ Procedure update required |

8 SECURITY-CONTROL GAP

- | | |
|--|--|
| ☐ Sight line / layout | ☐ Camera coverage |
| ☐ Product placement | ☐ Door / exit control |
| ☐ Lighting / exterior | ☐ Reporting consistency |
- Priority gap

9 COVERAGE DECISION

- | | |
|---|--|
| ☐ No coverage change | ☐ Temporary targeted coverage |
| ☐ Loss-prevention review | ☐ Uniformed guard review |
| ☐ Mobile patrol review | ☐ Blended plan review |

10 MANAGER & FOLLOW-UP

Responsible manager	Target date
Action completed	Completion date
Outcome / change made	

DECISION NOTES