



METALS THEFT - SCREENING CHECKLIST

PART I: CRIME SCENE

Interviews: VICTIMS

- Condition of property prior to theft
- Estimated loss (request official estimate asap)
- Estimated damage
- Direct and indirect Impact statement
- Observations during incident
- Witness statements from any employees
- Recent observations of suspicious individuals
- Loss, if any, of critical infrastructure service (identify witnesses with knowledge)

Interviews: WITNESSES

- Neighbors who might have observed suspicious activity
- Employees
- Contractors
- Regular visitors to the property (i.e. utility workers, delivery personnel, security guards, etc.)

Evidence Collection

- Security videos (on site & neighboring houses or businesses)
- Clippings from cut metal pieces for forensic examination
- Latent fingerprints
- Footprints and tire prints photographed with forensic rulers
- Photographs of scene, including suspected access points

PART II: ARREST SCENE

Interviews

- Suspect
- Others Present

Evidence Collection (Obtain search warrant)

- Knock vs. No-Knock Warrant – check warrant execution
- Tools
- Suspected stolen materials
- Damaged components of stolen property left at the scene
- Sales receipts
- Checks and check stubs if applicable

PART III: RECYCLER SCENE

Interviews

- Supervisor/manager/owner
 - Review operating procedures for purchase of materials
 - Operational condition of equipment on day in question (cameras, videos, scales, etc.)
- Weigh Scale Clerk
 - Process for conducting the transaction, including recordkeeping, payment methods, etc.
 - Photographs from transactions
 - Present photo spread if appropriate

Evidence Collection (No warrant required)

- Obtain written statement immediately
- Obtain copies of transaction documents
 - Driver's license or government ID
 - Proof or statement of ownership if applicable
 - Fingerprint of seller (if required by law)
- Photos and/or security video
- Seize suspected property for forensic examination
- Photograph recyclable metal material