## 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