**DELIVERY ROBBERY INCIDENT REPORT**

**GENERAL INFORMATION:**

First/Last Name of Person Reporting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Store Name/Address/Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Store GM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MOD at Time of Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INCIDENT INFORMATION:**

1. Date of the incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Day of the week: \_\_\_\_\_Mon \_\_\_\_\_Tues. \_\_\_\_\_Wed. \_\_\_\_\_Thurs. \_\_\_\_\_Fri. \_\_\_\_\_Sat. \_\_\_\_\_Sun.
3. First/last name of driver involved in the incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Specific location of the incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Describe the incident in detail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What time did the incident occur? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. Was it: \_\_\_\_\_\_ Daytime \_\_\_\_\_\_ Dusk \_\_\_\_\_\_ Night
   2. If dusk/dark, was the address or location well lit? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No
2. Was the cartop on and lit? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No
3. Were the keys left in the vehicle? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No
   1. If yes, was vehicle running? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No
4. Were all of the windows rolled-up? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No
5. Were all the doors locked? \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No
6. Did the incident occur at: \_\_\_\_\_\_House \_\_\_\_\_\_ Apartment Complex \_\_\_\_\_\_ Dormitory \_\_\_\_\_\_ Other
   1. If other, please describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Was anyone injured? \_\_\_\_\_\_Yes \_\_\_\_\_\_No
   1. If yes, list first/last name(s)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. If yes, what happened?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. If yes, please fill out an individual team member injury report for each person injured.
8. Were there any weapons used? \_\_\_\_\_\_Yes \_\_\_\_\_\_No
   1. If yes, describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Did the driver resist? \_\_\_\_\_\_Yes \_\_\_\_\_\_No
   1. If yes, how?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. If yes, why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. How many offenders were involved in the incident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Person #1** | **Person #2** | **Person #3** | **Person #4** |
| **Height** |  |  |  |  |
| **Weight** |  |  |  |  |
| **Race** |  |  |  |  |
| **Hair Color**  **Style** |  |  |  |  |
| **Tattoos**  **Piercings** |  |  |  |  |
| **Clothing** |  |  |  |  |

* 1. Additional details regarding offender(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What was taken, including the total monetary loss?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Was any personal property taken or damaged? \_\_\_\_\_\_Yes \_\_\_\_\_\_No
   1. If yes, describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Were all money drops made according to policy? \_\_\_\_\_\_Yes \_\_\_\_\_\_No
4. Was the order from a new customer or an existing customer with order history? \_\_\_\_\_\_ New \_\_\_\_\_\_ Existing
5. Do we have complete and accurate customer information (name, address, phone)? \_\_\_\_\_\_Yes \_\_\_\_\_\_No
   1. If yes, please provide:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. First and last name of person who took the order:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Order number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (attach copy of receipt)
8. What was the total amount of the delivery order? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Were there any special instructions given for the order? \_\_\_\_\_\_Yes \_\_\_\_\_\_No
   1. Did the instructions seem suspicious in any way? \_\_\_\_\_\_Yes \_\_\_\_\_\_No
   2. What were the instructions?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Was this delivery to an area considered to already be “high risk”? \_\_\_\_\_\_Yes \_\_\_\_\_\_No
11. Did the driver go straight to the address or spend extra time trying to find the correct location for the delivery? \_\_\_\_\_\_ Straight to address ­­­­\_\_\_\_\_\_ Extra time
12. Did the driver run from the car to the address and from the address to the car? \_\_\_\_\_\_Yes \_\_\_\_\_\_No
13. Was the address clearly visible from the street? \_\_\_\_\_\_Yes \_\_\_\_\_\_No

Additional Details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**POLICE INFORMATION:**

Police Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer’s Name and Badge #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Case Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WITNESS INFORMATION:**

Name, Address, Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Address, Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Address, Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOLLOW UP INFORMATION:**

Was anyone apprehended? \_\_\_\_\_\_Yes \_\_\_\_\_\_No

Was anyone found guilty? \_\_\_\_\_\_Yes \_\_\_\_\_\_No

Was any stolen merchandise retrieved? \_\_\_\_\_\_Yes \_\_\_\_\_\_No

If yes, describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Report Writer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of General Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Investigation/Follow-Up – To Be Completed By Store’s Area Supervisor**

All incidents must be thoroughly investigated. A thorough investigation includes the objective evaluation of all facts, opinions, statements, and related information pertaining to the incident. The investigation should be conducted as a fact-finding effort-not as a fault-finding one.

Name of person who followed-up/investigated the incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Names and position of all who were interviewed regarding the incident:

First/last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First/last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First/last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First/last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First/last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. First/Last Name of Person who Trained Driver on Security:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. Date training was successfully completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** | **NO** | **N/A** | **Safety & Security Procedure Checklist** |
|  |  |  | Was this a new customer? |
|  |  |  | Was all customer information complete and accurate? |
|  |  |  | Did the driver make all money drops according to policy? |
|  |  |  | Was the cartop on the vehicle? |
|  |  |  | Was the cartop lit? |
|  |  |  | Did the driver leave their keys in their vehicle? |
|  |  |  | Did the driver lock the vehicle doors? |
|  |  |  | Were any windows left open on the vehicle? |
|  |  |  | If order was suspicious, was a call-back made to the customer to confirm? |
|  |  |  | Was this delivery in a “high risk” area? |
|  |  |  | Did the driver notice anything suspicious near the delivery address? |
|  |  |  | Did the driver go directly to the address? |
|  |  |  | Did the driver run to the address? |
|  |  |  | Did the driver run back to their vehicle? |
|  |  |  | Was there a well-lit area to park close to the delivery address? |
|  |  |  | If there was a well-lit area close to the delivery address, did the driver park there? I |
|  |  |  | Did the driver wander around looking for the address? |
|  |  |  | Did the driver resist in any way? |
|  |  |  | Did the driver call the police immediately after the robbery? |
|  |  |  | Did the driver report the robbery to the Manager as soon as possible? |
|  |  |  | Did the Manager report the robbery to the Supervisor as soon as possible? |
|  |  |  | Is there a copy of the police report to attach to this form? |

1. Was this incident preventable by a stricter adherence to policies and procedures? \_\_\_\_\_\_Yes \_\_\_\_\_No
   1. If yes, explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Attach All Notes Taken During Interview(s)/Investigation\***