

Burglary and allied offences, Continued...

Burglary procedures

Initial action

When you receive a report of a burglary, follow, where appropriate, the procedures in the Homicide and serious crime investigations chapter, '[Part 1 Initial response to homicide or serious crime](#)' and the '[Crime Scene Examination](#)' chapter of the Police Manual.

Interviewing the victim

After clearing and containing the scene, interview the victim to establish:

- when the premises were last secured
- who last secured them
- the date and time that the offence was discovered
- who discovered it
- brief details of the offence
- brief details of the property stolen
- details of suspects
- whether anything has been moved or touched by the victim or anyone else
- whether the premises had been burgled before.

Examining the scene

A scene of crime officer (SOCO) should be used to examine any burglary scene wherever possible. If no SOCO is available follow these steps when examining the scene.

Step	Action
1	Identify all possible points of entry and exit and: Section 6(c) Official Information Act 1982
2	Take control samples, for example: Section 6(c) Official Information Act 1982
3	Ensure the scene and any significant evidence within it has been photographed by a Police photographer (if possible) or by attending constable prior to any evidence disturbance or collection.

Forensic examination

Follow these steps when conducting a forensic scene examination.

Step	Action
1	Start fingerprinting Section 6(c) Official Information Act 1982
	Section 6(c) Official Information Act 1982
	Section 6(c) Official Information Act 1982
	Section 6(c) Official Information Act 1982

See also: '[Crime Scene Examination](#)'.

Section 6(c) Official Information Act 1982

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- Section 6(c) Official Information Act 1982

Collusion with an employee

While examining the interior of the building, consider whether the offence indicates that an employee provided information about:

- Section 6(c) Official Information Act 1982

Section 6(c) Official Information Act 1982

Insurance

Consider whether there is evidence that the complaint has been made for the purposes of deceiving an insurance company, or to cover misappropriation of money. Where appropriate, make enquiries with the complainant's insurer or access the [NZ Insurance Council](#) database for more information.

Preparing the case file

Follow these steps to conduct the listed interviews and complete the associated correspondence.

Step	Action
1	Interview the person who secured the building, ship or enclosed yard if fully enclosed and the person who discovered the offence. Record the details on a job sheet or in a written statement, whichever is appropriate. Obtain elimination fingerprints.
2	Conduct a preliminary interview of the victim and clarify aspects of the offence. Consider and evaluate the evidence and information to make a reconstruction for an offence report.
3	Establish these points for the offence report: <ul style="list-style-type: none">• full particulars of the victim• full description of the property stolen and how it can be identified• any additional information that the victim has omitted in the interview• insurance details• who does the owner/occupier think may be responsible for the burglary and why.
4	If applicable, obtain and include: <ul style="list-style-type: none">• a list of the staff• a list of the occupants of the dwelling or apartment house• elimination fingerprints.
5	Also include: <ul style="list-style-type: none">• the results of the scene examination• the name of the attending Police employee who may be needed for further information such as the identity of the suspect, or details of other property stolen• details of intended Police action.
6	Advise the victim what further actions will be carried out, and issue a Complaint Acknowledgement Form (CAF) to the victim. Important: Include the file number and/or event number.

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7	Before leaving the scene, conduct local enquiries, interview witnesses and record the details in a job sheet or written statement, whichever is appropriate.
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See also '[Case management](#)'.

Making further enquiries

Follow these steps to make further inquiries.

Step	Action
1	Complete POL23 (offence report) and POL23B (supplementary burglary report).
2	Ensure your supervisor is advised of the offending.
3	Plan further enquiries and record these on the job sheet or for more detailed investigations prepare an investigation plan.
4	Consider broadening the scope of local enquiries by questioning: <ul style="list-style-type: none">• Section 6(c) Official Information Act 1982
5	Ensure the POL23 and 23B reports are submitted through your supervisor prior to the end of your shift.
6	Ensure all identifiable property is recorded accurately for entry into NIA. Make sure you arrange follow-up enquiries with the victim to obtain serial numbers when they are not readily available.
7	Consider: <ul style="list-style-type: none">• obtaining a written statement from the victim• contacting the media• issuing a special notice• whether similar complaints have been made, and whether the victim has a criminal history.
8	Arrange for the exhibits to be examined by appropriate experts.

See also: '[Crime Scene Examination](#)'.

Section 18(e) Official Information Act 1982

