



# Procedures of Handling Burglary Cases

## **Report**

- You may report to any police officer in person or visit any of our police stations.
- You may phone up any police station – report room.
- In case of an emergency, please dial 999.

## **At the Scene (Your Premises)**

- Carefully check to see if the culprits are still in the premises. If so, dial 999 immediately and do not confront them alone. Alert your building security.
- You should preserve the scene of crime and do not disturb any evidence. Try not to ascertain what you have lost before the arrival of police officers as this will disturb the scene.
- Uniformed Branch Officers will arrive at your premises promptly usually followed by detectives.
- You should try to recollect any useful information and pass it on to the police immediately, such as value and identifiable marks of the stolen property or appearance of suspect(s), if any.
- Scene of crime experts may attend the scene, collect fingerprints, DNA swabs, take photographs and obtain other forensic evidence.
- In some minor cases where there are no immediate leads for investigation, the detectives at the scene will record the case and may not require you to give a written statement.

## **Follow-up Enquiries**

- You and other witnesses may be invited back to the police station for further enquiries such as statement taking, providing elimination fingerprints and elimination DNA samples.
- The identifiable stolen property will be put on the police stolen property index.
- Crime Prevention Officers may visit your premises and give advice.
- Contact will be maintained with you and if you have any fresh information, do not hesitate to inform the investigation officers. (Contact telephone numbers are available)

## **Arrest of Suspect**

- When an arrest is made, you may be required to attend an identification parade if you have seen the suspect. (A one-way viewer identification parade room can be used if required.)
- You may have to identify stolen property, if there is any.
- In case of prosecution, you may have to attend court and give evidence.
- You will be notified about the case result or progress of the investigation in due course.