

HOME OFFICE COMMERCIAL VICTIMISATION SURVEY 2018

EXPERIENCE OF CRIME SHEET

Please read each question carefully, and give the most accurate answer you can.

You do not need to return this sheet but you might find it helpful to have it to hand when we call you.

This questionnaire consists of four pages. Thank you in advance for your time.

A. Burglary	If <u>yes</u> : How many times in the last 12 months ?	Please estimate the total value of anything stolen during the most recent incident	Was the most recent incidence of this crime reported to the police?
<p>Has anyone got into the buildings belonging to the business at these premises without permission and STOLEN or TRIED TO STEAL anything?</p> <p><i>Please exclude incidents where employees or other people with access to the building let themselves in with a key or a pass. This must involve entry into a building without permission.</i></p>	_____	£	Yes / No
B. Attempted burglary			Was the most recent incidence of this crime reported to the police?
<p>Has anyone ATTEMPTED but FAILED to get into the buildings belonging to the business at these premises without permission to STEAL something?</p> <p><i>There must be clear evidence that the offender made an actual, physical attempt to gain entry, for example damage to locks, broken doors, etc.</i></p>	_____		Yes / No
C. Vandalism and deliberate damage			Was the most recent incidence of this crime reported to the police?
<p>Has anyone caused deliberate damage, including graffiti or arson, to these premises? This is apart from any damage caused during a burglary. Please include damage to any buildings or structures, including walls and fences, and to vehicles, equipment or stock belonging to this business either at these premises or elsewhere.</p> <p><i>Do not include civil matters or anti-social behaviour such as trespassing, fly tipping, etc. unless there was deliberate or malicious damage caused as a result. Do not include incidents where someone has caused damage to the building by stealing something, for example stealing lead from the roof of the building. Incidents of this type should be recorded as 'other theft' later in the questionnaire.</i></p>	_____		Yes / No

D. Vehicle theft	<u>If yes:</u> How many times in the last 12 months?	Please estimate the total value of anything stolen during the most recent incident	Was the most recent incidence of this crime reported to the police?
<p>Were any vehicles that are owned or leased by the business stolen from these premises or from somewhere else?</p> <p><i>Include <u>all</u> types of vehicle: cars and vans, lorries including those that need an HGV license, motorbikes, scooters and mopeds, as well as any other industrial vehicles.</i></p> <p><i>Only include company cars if they are used for business purposes. Company cars that are used for travelling to and from work, but not for any other business purposes, should <u>not</u> be included.</i></p>	_____	£	Yes / No

E. Theft <u>from</u> vehicles			
<p>Apart from theft of any actual vehicles was anything stolen off or from any vehicles while they were at these premises or somewhere else?</p> <p><i>Please exclude personal possessions.</i></p>	_____	£	Yes / No

F. Robbery			
<p>Has anyone stolen anything from your business at these premises or from any of your employees by using or threatening to use FORCE or VIOLENCE in any way?</p> <p><i>Include theft by force of personal possessions as well as money, goods, equipment or other assets belonging to the business. Include theft by force from employees even if on duty away from the premises, for example professional drivers. Do not include theft by force of personal property from non-employees. Include incidents where the offender was an employee.</i></p>	_____	£	Yes / No

G. Attempted robbery	<u>If yes:</u> How many times in the last 12 months?	Was the most recent incidence of this crime reported to the police?
<p>Did anyone ATTEMPT but FAIL to steal anything from the business at these premises or from any of your employees by using or threatening to use FORCE or VIOLENCE in any way?</p> <p><i>Include attempted theft by force of personal possessions as well as money, goods, equipment or other assets belonging to the business. Include theft by force from employees even if on duty away from the premises, for example professional drivers. Do not include theft by force of personal property from non-employees. Include incidents where the offender was an employee.</i></p>	_____	Yes / No

H. Assaults or threats		
<p>Apart from anything that you have already mentioned, were any EMPLOYEES assaulted, threatened or intimidated? Please include any incidents which were a result of disagreements with customers or other employees. Include incidents which happened both at these premises and when staff were on duty elsewhere.</p> <p><i>This should NOT include incidents where the assault was really part of a theft or motivated only by desire to steal. This has already been covered by previous questions. This can include incidents of verbal assault but should NOT include assaults of customers.</i></p>	_____	Yes / No

The next few questions are about incidents where money, goods or assets, company property or services were stolen from the business at these premises. That is, apart from incidents involving violence or threats of violence, OR anything stolen during a burglary. Please include any instances when someone failed to pay for a service your businesses had provided them with.

I. Theft by customers	<u>If yes:</u> How many times in the last 12 months?	Please estimate the total value of anything stolen during the most recent incident	Was the most recent incidence of this crime reported to the police?
Has the business at these premises been a victim of theft by a customer?	_____	£	Yes / No

J. Theft by employees			
Has the business at these premises been a victim of theft by an employee?	_____	£	Yes / No

K. Theft by someone else	<u>If yes:</u> How many times in the last 12 months?	Please estimate the total value of anything stolen during the most recent incident	Was the most recent incidence of this crime reported to the police?
Has the business at these premises been a victim of theft by someone else? <i>'Someone else' is someone that is not a customer or employee.</i>	_____	£	Yes / No

L. Theft by someone unknown			
Was your business at these premises a victim of theft where you were UNABLE TO ESTABLISH who the offender was?	_____	£	Yes / No

The next few questions are about incidents of fraud against the business at these premises; that is where someone cheated the business in terms of diverting funds, goods or services for their own purpose.

M. Fraud by employees			
Has your business at these premises been a victim of fraud by an employee?	_____	£	Yes / No

N. Fraud by someone else			
Has your business at these premises been a victim of fraud by someone else? <i>'Someone else' can include customers, distributors, suppliers, consultants or financial professionals who are not employed by the business.</i>	_____	£	Yes / No

O. Fraud by someone unknown			
Has your business at these premises been a victim of fraud by someone unknown?	_____	£	Yes / No

Once you have finished please take a minute to check you have answered all of the relevant questions.