



Break-In Evidence Checklist

Printable field guide — what to document in the first hour after a break-in

Summit Force Security Group • PPO #122730 • 1-800-823-5337

SAFETY FIRST — Call 911 before anything else. Never enter a building or confront anyone on site.

Step 1 — Scene safety (first 15 minutes)

- ☐ Call 911 and report the break-in.
Give the address, gate code, and whether anyone may still be on site.
- ☐ Stay outside the structure until police clear it.
- ☐ Call Summit Force dispatch for immediate patrol response.
1-800-823-5337 — 24/7 live line, no call-center routing.
- ☐ Note the time you discovered the break-in and who else is on site.

Step 2 — Preserve the scene

- ☐ Do not move, sweep, or clean anything until photos are taken.
- ☐ Leave cut fencing, pried gang boxes, and dropped tools exactly as found.
- ☐ Keep vehicles and crews clear of tire tracks and footprints.

Step 3 — Photograph everything (wide, then close)

- ☐ Wide shots of each entry point, fence line, and gate.
- ☐ Close-ups of pry marks, cut locks, cut copper, and damaged conduit.
- ☐ Empty storage: gang boxes, conduit racks, spools, fuel tanks, generators.
- ☐ Any abandoned property, tents, or debris left behind.

Step 4 — Build the loss list

- ☐ List each missing item with brand, model, and serial number.
- ☐ Estimate copper wire lost by gauge and linear footage.
- ☐ Note fuel or generator hours drained and equipment left disabled.
- ☐ Attach purchase records or rental agreements if available.

Step 5 — Collect the paperwork trail

- ☐ Get the police report or CAD number from the responding officer.
- ☐ Pull camera and alarm footage before it overwrites.
- ☐ Save gate logs, delivery manifests, and subcontractor sign-in sheets.
- ☐ Send the packet to your insurer and to Summit Force for the patrol file.

Incident record

Date / time discovered _____

Site address _____

Police report / CAD # _____

Reported by (name & phone) _____

Estimated loss (\$) _____