



## Commercial / Residential Break and Enter Statement Form

### Instructions to victims / complainants / witnesses

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- 1) Please complete your name, date of birth, address as it appears on your current government identification
- 2) Please use your main phone number and email address
- 3) Please enter the occurrence provided to you by the officer
- 4) Please enter the date you are completing the statement
- 5) For multi-option boxes, please select the most defined role, i.e., you could be a complainant, owner, victim, and witness but owner is the most defined role
- 6) **Box 2 definitions**
  - a. Complainant-person who reports offence to police
  - b. Landlord-owner/manager of the property
  - c. Lessee-Under contract to have control of the property
  - d. Owner-owner of the property
  - e. Renter-rents the property
  - f. Victim-lives or uses as of place of business, the location of the break and enter
  - g. Witness-you know of information that could assist in the investigation
- 7) **Second paragraph covers the last person who was at the property before the offence**
- 8) **Box 8 and 13 definitions**
  - a. Aunt/uncle-direct relation
  - b. Child- direct relation
  - c. Cousin- direct relation
  - d. Employee-someone you employ
  - e. Employer-someone who employees you
  - f. Ex-spouse-separated/divorced common-law or legally married
  - g. Extended family-non-defined family
  - h. Foster child-raised by someone who is not its natural or adoptive parent
  - i. Foster parent- raising someone who is not its natural or adoptive child
  - j. Girl/Boyfriend- a frequent or favorite companion
  - k. Grandparent-direct relation
  - l. Landlord-owner/manager of the property
  - m. Niece/Nephew-direct relation
  - n. Not applicable (myself)-you
  - o. Other relative- non-defined family
  - p. Parent-direct relation



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#### 8) Box 8 and 13 definitions (continued)

- q. Roommate-someone you live with who is not defined above
- r. Sibling-direct relation
- s. Spouse (common-law)- a marriage without a civil or ecclesiastical ceremony
- t. Spouse (married)- civil or ecclesiastical ceremony
- u. Stepchild- a child of one's spouse by a previous marriage
- v. Stepparents- the spouse of your parent
- w. Click and type to enter-None of the above are applicable, add in your own definition

#### 9) Third paragraph covers who discovered the entry and how the entry was made

#### 10) Box 14 definitions

- a. Bolt cutters-obvious cut/pinch marks on chain or padlock
- b. Break glass-smashed window
- c. Ceiling tile-roof entry
- d. Forced entry-direct force to open door or wall
- e. Insure-through unlocked door, window, or open space
- f. Keys-through a locked door, padlock, or compound
- g. Kick-forced enter with a foot
- h. Other specify- Nothing else is applicable, add in your own definition
- i. Pry-Tool used to open door, window or other locked opening
- j. Remove air conditioner- remove and used space to enter
- k. Remove window- remove and used space to enter

#### 11) Box 15 definitions

- a. Back-rear of property
- b. Balcony-self contained platform
- c. Bathroom
- d. Bedroom
- e. Front-forward facing
- f. Garage-attached or detached
- g. Other (specify)- Nothing else is applicable, add in your own definition
- h. Patio- An outdoor space for dining or recreation
- i. Side-Between the front and back

#### 12) Sign with mouse / touch pad

- a. On the signature part of the form:
  - If you are using Adobe to sign the form:
    - i. Click on Fill & Sign
    - ii. Click on the Sign button
    - iii. Add your Signature by one of the available options, Type, Draw or insert and image.



## 12) Sign with mouse / touch pad (Continued)

If you are using Edge

- iv. Click the Icon that looks like a moving ballpoint pen
- v. Click the pen tool
- vi. In the signature box, begin writing your name using you finger or mouse

## 13) Save the form on your computer and email to the officer

### Resources

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- 1) If you have any questions, please contact [info@barriepolice.ca](mailto:info@barriepolice.ca)