

<b>Date of Incident</b>	10-13-2022
<b>Prepared By</b>	Amber Johnson
<b>Reviewed By</b>	Incident Report was reviewed by John Samuel on 10-14-2022 at 09:04 PM.
<b>Property</b>	York North (YONO)
<b>Time of Incident</b>	00:32:00
<b>Location of Incident</b>	York North Lobby/ Leasing office

Incident Type
Criminal Activity Involved
Incident Type Category
Non-violent crime
Incident Type Sub-Category
Theft
Description of Incident
We discovered that Thomas' laptop and the office Ipad were missing this afternoon. I interrogated the office door lock and found that it was not locked at the end of shift on 10/13. I reviewed the camera and at around 12:30 am, a male resident (or occupant) of the building from the 8th floor is seen coming into the lobby from the gym area with packages. He puts the packages down by the elevator and is seen going behind the leasing desk and begins rummaging through the desks and trying all the leasing office doors. He gets to the office door and finds it unlocked. He goes in and looks around, then goes back to take his packages up to the 8th floor, somewhere between 815-822. He then goes back to the lobby and is seen talking to someone one (a woman who stands off camera). He then goes back behind the desk and into the office, taking Thomas' laptop and office Ipad. He then proceeds to go back to the elevator but unsure where we exited from. Later, around 6:00 am, he can be seen coming off the elevator, going back behind the desk again for a moment, then leaving through the front door. I reviewed the camera from 10/13 to see Shana and Lauren in the office until around 6:30 pm. They closed the printer room and custodial closet, but neither of them locked the office door and they did not check the door before leaving.
Corrective action taken at the time of the incident
None at the incident time because no one was on site. Once discovered, called the police to file a report, reviewed the cameras and alerted the Regional manager that a new iPad and leasing laptop will need to be purchased. We reached out to HR and will be issuing counselling statements to Lauren and Shana for not locking office door.
What we have done related to Customer Service and helping the resident, if anything?
n/a
Witnesses names and phone number
Amber- 215-356-4203
Was there security camera footage of this incident?
Yes
Link to security footage video in Box
http://
Did this incident involve a resident?
Yes
Resident Name
unsure. Believed to be someone living in or associated with anyone in units 815-822
Did this incident involve a Lindy team member?
Yes
Team Member Name
Shana Simon and Lauren Pray
Did this incident involve a vendor?
No

