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FINANCIAL FORENSICS, LLC
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Immediate Response Guide

Suspected Employee Theft

When employee theft is suspected, the first actions are critical to limiting loss and protecting evidence. If you don't already have a documented response plan, consider the following areas.

1. Stabilize & Contain the Risk

- **Secure Access Immediately**: Disable internal network access, external account access (e.g., online banking, accounting platforms, payment portals), and physical access (e.g., access badges)
- **Reassign Duties**: Remove the employee from financial processes (e.g., invoicing, payables, payroll, reconciliations)
- **Contact Banks**: If the suspected theft involves your organization's bank account (e.g., forged or altered checks), contact your bank and any other processing banks (e.g., bank of first deposit) to initiate mitigation and recovery steps

2. Preserve Evidence

- **Preserve Digital Evidence:** Create forensically sound backups/extracts of devices, accounting systems, email, cloud storage, and access logs
- **Preserve Physical Evidence:** Check, deposit, and sales slip carbon copies, invoices, receipts, mail, handwritten notes
- **Do NOT Alter Records:** No "fixing" entries or continuing normal cleanup
- **Document Chain of Custody:** How items were stored, and who accessed what and when

3. Engage Legal Counsel

Legal Counsel Can Advise On:

- Whether to suspend vs. terminate
- Employee interview strategy
- Reporting obligations (regulatory, fiduciary, insurance)
- Privilege considerations for investigation

Legal Counsel Helps Reduce Risk Of:

- Wrongful termination exposure
- Evidence contamination
- Defamation risk

Contact us for a confidential consultation or to review or assist in the development of a custom response plan.

470 West Broad Street #1037, Columbus, OH 43215
(614) 209-3764 / contact@ohiofraudinvestigation.com