POLICE Pleasant Prairie

PLEASANT PRAIRIE POLICE DEPARTMENT RETAIL THEFT REPORTING PROCEDURE

INSTRUCTIONS FOR STORE EMPLOYEES

Before reporting a Retail Theft, please follow below for proper reporting procedures:

- Contact the Pleasant Prairie Police Department immediately if:
 - o Retail Theft is occurring right now or has just occurred, or;
 - The suspect is in custody, or;
 - o The suspect physically resisted or was armed with a weapon, or made threats;
 - o Any employee or bystander was injured.
- Complete a Retail Theft Packet if any of the below situations apply:
 - o If there is any reporting delay as a result of store policy or procedures.
 - o Retail Theft is discovered at a later date (video review) or wait until later to report.
- Do not call if you do not wish to prosecute or can't articulate what was taken.
- Packet must contain ALL of the information below:
 - o Complete report with a full description of the incident, signed by the reporting party.
 - o Name, date of birth, address, phone number and position of the reporting party.
 - List of all witnesses including:
 - o Name
 - o Date of birth
 - Address
 - Phone number
 - o Description of their observations
 - Full list of property stolen or damaged can be done with a receipt. In cases where a serial number is available, include the serial number.
 - Complete description of the suspect(s) and vehicle(s) including names (if available) and license plate (if available).
 - Copies of any relevant surveillance video including:
 - Still images of any suspect or vehicle
 - Description (in the incident report) of the activity observed on the video and the specific location of the activity (time stamp) on the video
 - A description and full information regarding any related incidents at this store or other stores.

Please call or deliver the completed packet within 7 days of the theft:

Pleasant Prairie Police Department 8600 Green Bay Road Pleasant Prairie, WI 53158 262-694-7353

An officer will review the report and determine the appropriate investigative strategy.

DELAYED REPORTING OF RETAIL THEFT INCIDENT (TO BE COMPLETED BY EMPLOYEE)

Business Name:			Address:					_
Reporting Date:		Date 8	& Time of Incident:				AM	PM
Vehicle Description:	cense Plate		x. Year Make		Model	2DR / 4DR / SUV / TRK	Color	
Suspect #1 Description:	Sex	Race	Height	Weight	Hair_	Eyes _		
Description: (Clothing description)	on – jacket, shirt,	hat, shoes, glasses, faci	al hair, etc.)					_
Suspect #2 Description:	Sex	Race	Height	Weight	Hair_	Eyes _		
Description: (Clothing description)	on – jacket, shirt,	hat, shoes, glasses, faci	al hair, etc.)					_
Suspect #3 Description:	Sex	Race	Height	Weight	Hair_	Eyes _		
Description: (Clothing description	on – jacket, shirt,	hat, shoes, glasses, faci	al hair, etc.)					
Suspect #4 Description:	Sex	Race	Height	Weight	Hair_	Eyes _		
Description:(Clothing description	on – jacket, shirt,	hat, shoes, glasses, faci	al hair, etc.)					
		(If ad	ditional suspects, put in	formation in narra	tive)			

Incident Description:

Address, City/State/Zip:				
Cell Phone:	Home Phone:	Work Phone:		
Vitness:		Date of Birth:		
Address, City/State/Zip:				
Cell Phone:	Home Phone:	Work Phone:		
	Provide any security video ar	nd receipt for merchandise		
Did the suspect(s) hav	ve consent to take property without payment?	Yes No (Check one)		
2. Was the merchandise	concealed?	Yes No (Check one)		
		Yes No (Check one)		
3. Was there use of a the	eft detection removal device?	103 INO (Check one)		
	eft detection removal device? point of sale with no effort to pay?	Yes No (Check one)		
4. Did they pass the last		Yes No (Check one)		
4. Did they pass the last5. Have these suspects b	point of sale with no effort to pay?	Yes No (Check one)		
4. Did they pass the last5. Have these suspects b6. Was there property do	point of sale with no effort to pay? peen involved in any other thefts that you are a	Yes No (Check one) ware of? Yes No (Check one)		
4. Did they pass the last5. Have these suspects b6. Was there property d	point of sale with no effort to pay? peen involved in any other thefts that you are a amage? Yes / No (circle one)	Yes No (Check one) ware of? Yes No (Check one) Total amount: \$		