NEENAH POLICE DEPARTMENT
DETAIL THEFT REPORTING PROCEDURE

<u>Delayed Reporting of Retail Theft - Quick Reference</u>
Effective September 1, 2017

Delayed reporting examples:

- Loss Prevention/Security discovers theft during a video surveillance review.

- Employee/Management waits till a later date/time to report incident to the police department.

Before the police will investigate a delayed reporting of a Retail Theft, complete the following steps:

- Complete the Retail Theft Report packet.
    * If you can do so safely, obtain the license plate number of the suspect vehicle, and driver description.
    * If you know the owner of the vehicle and have an address, send a letter to the owner's last known address requesting reimbursement. Allow 2 weeks for a response. Include a copy with your report.

- Include a copy of any surveillance video or photos if available.

- Agree to produce the employee who witnessed the incident in the event the matter is contested in court.

Once these criteria are met, call the Neenah Police Department at (920)886-6000 and request a police officer to be dispatched. The officer will review the report and determine if the above criteria have been met. If so, the officer will investigate the case and take the appropriate action.

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INSTRUCTIONS FOR STORE EMPLOYEES

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

1. **Contact the Neenah Police Department <u>immediately</u> if:**
   - ☐ Retail Theft is occurring right now or has just occurred, or;
   - ☐ The suspect is in custody, or;
   - ☐ The suspect physically resisted or was armed with a weapon, or;
   - ☐ Any employee or bystander was injured, or;
   - ☐ Retail Theft is discovered at a later date (video review) **AND** the amount is **over $500.00**.

2. **Complete a Retail Theft Packet if any of the below situations apply:**
   - ☐ If there is any reporting delay as a result of store policy or procedure.
   - ☐ Retail Theft is discovered at a later date (video review) **AND** the amount is **under $500.00**.

3. **The Retail Theft Packet must contain ALL of the information below:**
   - ☐ Full and complete report (on your form or ours) with a full description of the incident, signed by the reporting party.
   - ☐ Name, date of birth, address, phone number and position of the reporting party.
   - ☐ List of all witnesses including:
     - o Name
     - o Date of birth
     - o Address
     - o Phone number
     - o Description of their observations
   - ☐ Full list of property stolen or damaged (on your form or ours) including full description of the item and the stock number, SKU or UPC. 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:
     - o Still images of any suspect or vehicle.
     - o 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.

When the report is complete, call the Neenah Police Department at (920) 886-6000
and request a police officer to be dispatched.

The officer will review the report and determine if the above criteria have been met. If so,
the officer will investigate the case and take the appropriate action.

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

Business Name: _____   Address:_____

Reporting Date: _____   Date & Time of Incident: _____ AM / PM

Vehicle Description: _____/_____/_____
                                     License Plate   State   Approx. Year   Make   Model   2DR / 4DR / SUV / TRK   Color

Suspect #1 Description: Sex _____   Race _____   Height _____   Weight _____   Hair _____   Eyes _____

Description: _____
(Clothing description – jacket, shirt, hat, shoes, glasses, facial hair, etc.)

Suspect #2 Description: Sex _____   Race _____   Height _____   Weight _____   Hair _____   Eyes _____

Description: _____
(Clothing description – jacket, shirt, hat, shoes, glasses, facial hair, etc.)

(If additional suspects, put information in narrative)

Incident Description:_____

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Witness: _____   Date of Birth: _____

Address, City/State/Zip: _____

Cell Phone: _____   Home Phone: _____   Work Phone: _____

Witness:_____   Date of Birth: _____

Address, City/State/Zip: _____

Cell Phone: _____   Home Phone: _____   Work Phone: _____

Witness:_____   Date of Birth: _____

Address, City/State/Zip: _____

Cell Phone: _____   Home Phone: _____   Work Phone: _____

Save any security video and receipt for merchandise

Reporting Employee: _____   Date of Birth: _____

Address, City/State/Zip: _____ Phone: _____

Did the suspect(s) have consent to steal property?   Y / N *(circle one)*

Have these suspects been involved in any other thefts that you are aware of?   Y / N *(circle one)*

Was there property damage?   Y / N *(circle one)*   Total amount: $_____

Was there property loss?   Y / N *(circle one)*   Total amount: $_____

Employee signature: _____   Date _____

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ITEMIZED REPORT OF DAMAGED / STOLEN PROPERTY
(Use this form or an appropriate substitute)

BRAND/MAKE/MODEL	SERIAL #	DESCRIPTION	VALUE
		TOTAL DAMAGE	$
		TOTAL LOSS	$