RETAIL THEFT REPORTING PROCEDURE

INSTRUCTIONS FOR STORE EMPLOYEES

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

Contact the Appleton Police Department (911 for emergencies) immediately 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 $1000.00.

Complete a Retail Theft Packet if any of the below situations apply:

- The suspect is NOT in custody, or;
- If there is any reporting delay as a result of store policy or procedures, or;
- Retail Theft is discovered at a later date (video review) AND the amount is under $1000.00.

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:
  - Name, Date of birth, Address, Phone number
  - Description of their observations
- Full list of property stolen or damaged (on your form or ours) including full description of the item, price 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:
  - 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.

When the report is fully completed, please contact the Appleton Police Department at (920) 832-5500 and request an officer to your location. An officer will review the completed report and pursue the appropriate course of action.
RETAIL THEFT INCIDENT
(To be completed by employee)

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

Reporting Employee: __________________________ Date of Birth: ____________
Address, City/State/Zip: __________________________
Cell Phone: ______________ Home Phone: ______________ Work Phone: ______________

Suspect #1: Sex _____Race _____Height ____Weight ____Hair ____Eyes____
Description:
________________________________________________________________________
(Clothing description – jacket, shirt, hat, shoes, glasses, facial hair, etc.)

Suspect #2: Sex _____Race _____Height ____Weight ____Hair ____Eyes____
Description:
________________________________________________________________________
(Clothing description – jacket, shirt, hat, shoes, glasses, facial hair, etc.)

Suspect #3: Sex _____Race _____Height ____Weight ____Hair ____Eyes____
Description:
________________________________________________________________________
(Clothing description – jacket, shirt, hat, shoes, glasses, facial hair, etc.)
(If additional suspects, put information in incident description)

Vehicle Description:

_________________/______/____________________________________________________
License Plate State Year Make Model 2DR / 4DR / SUV / TRK Color

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: ______________
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: $___________

Is there security video footage of suspects, theft, or suspect vehicle? Y / N (circle one)

*Save any security video, still shots, and receipt for merchandise*

Incident Description:
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Employee signature: ____________________________ Date __________
ITEMIZED REPORT OF DAMAGED / STOLEN PROPERTY
(Use this form or an appropriate substitute)

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<th>Brand/Make/Model</th>
<th>Serial #</th>
<th>Description</th>
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Loss Total $