



GREENFIELD POLICE DEPARTMENT RETAIL THEFT REPORTING PROCEDURE

INSTRUCTIONS FOR STORE EMPLOYEES

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

- **Contact the Greenfield Police Department 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:**
 - If there is any reporting delay as a result of store policy or procedures.
 - Retail Theft is discovered at a later date (video review) **AND** the amount is **under \$1000.00**.

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 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 reports are complete, please deliver the entire packet to:

**Greenfield Police Department
5300 West Layton Avenue
Greenfield, WI 53220**

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

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 _____

