



# 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:**
  - 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 made threats;
  - Any employee or bystander was injured.
  
- **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) 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:**
  - Complete report 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 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 & 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.)

Suspect #3 Description: Sex \_\_\_\_\_ Race \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_

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

Suspect #4 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:

