

PINOLE POLICE DEPARTMENT

PATROL DIVISION

880 TENNENT AVENUE, PINOLE CA 94564
510.724.8950

Case No.

P13-0000

PAGE OF

Date/Time 00/00/00 0000 hrs	Incident/Crime PC 488-Petty Theft	Location of Occurrence 1400 Fitzgerald Drive (Target)
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The report written by loss prevention agents is the key to the successful prosecution of the suspect. The following points and items are needed, and must be included for each report described in detail by the agent:

- Date and time of the incident.
- Name and title of the agent, and the name of the store.
- What suspicious activity prompted you to watch the suspect (e.g. rapid walking, looked up at camera, walked directly to merchandise and concealed it immediately)?
- How you began surveillance (i.e. floor surveillance/video surveillance).
- Describe what the suspect(s) were wearing when he/she walked into the store.
- Did the suspect(s) bring anything into the store with them (backpack, bags, purse, stroller, shopping cart, etc.)?
- Describe if there were multiple suspects and their actions.
- Was there a lookout? Describe and detail just like the suspect(s).
- Describe where the item(s) were taken from (department/display).
- Describe where/how the suspect concealed the item(s).
- Describe suspect(s) actions (nervous, looking around, walk directly to merchandise, etc.).
- How unbroken surveillance was conducted (CCTV, floor surveillance).
- Describe the suspect's actions as he/she proceeded out of the business
 - Did he/she pay for a few select items and not the items they concealed?
 - Did they pass all open manned registers and make no attempt to pay for the concealed items?

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- Where did the agent stop the suspect(s) (in the vestibule area, outside the front entrance/exit doors)?
- What actions the agent took to have suspect return into the store.
- How the agent identified the suspect.
- Photograph the stolen recovered items
- Complete Pinole PD Property List 184 form with the listed items stolen/recovered including amount.
- Complete the Citizen's Arrest/Complaint form.
- Transfer all surveillance video/photos to (4) CDs/DVDs in separate sleeves.
- Print out the photos of the stolen recovered merchandise in color

Please have the agent's written report, Pinole PD Property List 184 form, Citizen's Complaint form, photographs, and CD-Rs all completed and ready for the officer prior to calling for an officer to respond unless you have an uncooperative suspect, a combative suspect, a suspect who does not have any form of identification or you feel threatened for your safety for any reason, then call immediately.

Below you will find a report guideline which includes the key elements to meet the criteria of a petty theft:

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On 01/01/2012, I, (John Doe), was on-duty working as a (title) for (Name of business, City and store number).

I was conducting (floor surveillance/live video surveillance) when I observed a (describe suspect race, gender, adult or juvenile) later identified as, (Suspect 1), enter the front entrance/exit doors at approximately 1000 hrs. (Suspect 1-use name) walked at a rapid pace and looked down when she saw the cameras. I began surveillance on (Suspect 1) as she walked into the store carrying several shopping bags. The suspect was an adult female, with dark colored hair, wearing a large yellow jacket, blue jeans and carrying a large purple purse as she entered the store.

I watched (Suspect 1) remove (Item 1) from the display shelf and conceal the item in her purse. I continued constant, unbroken (floor/video) surveillance watching (Suspect 1) as she continued to shop. (Suspect 1) placed several other items in her shopping basket and removed the tags from the items. (Suspect 1) covered the items with her jacket and walked towards the front exit of the store. (Suspect 1) passed all open, manned, registers and failed to attempt to pay for the concealed merchandise as she exited the store.

I along with (LP2-identify by name), approached (Suspect 1) and identified ourselves as loss prevention agents and asked (Suspect 1) to return into the store and to the security office. (Suspect 1) complied and I retrieved the concealed merchandise from under (Suspect 1's) jacket. I escorted (Suspect 1) back to the security office with (LP2). I contacted Pinole Police Department and was given case number 13-1234. (Officer 1) arrived on scene at approximately 1112 hours and took custody of (Suspect 1).

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I, on behalf of (Store name), desire prosecution for the theft and have signed the Citizen's Complaint form. I photographed the merchandise and provided (Officer) with the specified items stolen and recovered, in addition to the video surveillance/footage showing (Suspect 1) conceal the merchandise and exit the store with the merchandise. The total amount of the stolen items recovered was \$949.00.

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