



HALES CORNERS POLICE DEPARTMENT

5635 S, New Berlin Rd. Hales Corners, WI 53130 (414) 529-6140

RETAIL THEFT REPORTING PROCEDURE INSTRUCTIONS FOR STORE EMPLOYEES

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

- **Contact the Hales Corners 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:**
 - ☐ 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**.

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:

**Hales Corners Police Department
5635 S. New Berlin Rd.
Hales Corners, WI 53130**

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

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

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: _____

[illegible]

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? ☐ Yes / ☐ No

Have these suspects been involved in any other thefts that you are aware of? ☐ Yes / ☐ No

Was there property damage? ☐ Yes / ☐ No Total amount: \$ _____

Was there property loss? ☐ Yes / ☐ No Total amount: \$ _____

Employee signature: _____ Date _____

