

## TRAINING TASK: THEFT--SHOPLIFTING

### TASK # 19

#### Purpose

To learn how to complete paperwork and perform investigative procedures in shoplifting cases.

#### Preceding Task:

Preliminary Investigation  
Interview and Interrogation  
Laws of Arrest  
Property  
Search and Handcuffing Prisoners  
Prisoner Handling  
Juvenile Enforcement

#### I. Statute and City Ordinances

- A. 2913.02 Theft

#### II. Policy and Procedure

#### III. Operational Procedure

- A. Preliminary Investigation
- B. Paperwork to be completed
  - 1. Incident Report
    - a. Items taken and their value
    - b. Identification of suspect
    - c. Misdemeanor vs Felony
      - 1. A misdemeanor unless dollar amount is over \$1000 or property is on the item rule list (credit cards, firearms, cars, checks).
        - a. Do misdemeanor affidavit in case felony is not approved
  - 2. Arrest Report
    - a. Document amount of money on suspect
  - 3. Witness statements

4. Property Release Card
- B. Evidence to be collected
  1. Release all stolen property to owner (store)
    - a. Photocopy/Photograph perishable evidence
    - b. List property on Property Release Card
    - c. Initial, and date property for ID in court
  2. If theft was video taped, tape is taken as evidence and placed in property room
- C. Interview suspect
  1. Miranda Warning off card or use Rights Form
  2. Obtain confession preferably written
  3. Write amount of money on suspect in report
  4. Obtain CCH on suspect
- D. Misdemeanor summons
  1. Officer must articulate reasons to give summons in lieu of arrest (i.e. medical problems, elderly.)
  2. Must get supervisor approval to issue summons.
  3. Jail fingerprint form

*I acknowledge that I received training in the skills and knowledge necessary to perform in the above Training/Task Topics, and I am able to perform at an acceptable level.*

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*Probationary Officer      Date*

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*Supervisor      Date*

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*FTO      Date*