Delayed Reporting of Retail Theft - Quick Reference

Effective November 1, 2016

Delayed reporting examples:

- Loss Prevention/Security discovers theft during a video surveillance review.

- Employee/Management waits until a later date/time to report incident to the police department.

Before the police will investigate a delayed reporting of a Retail Theft, you must complete the following steps:

- Full and complete report (on your form or ours) with a full description of the incident, signed by the reporting party.

- Provide name, date of birth, address, phone number and position of the reporting party.

- Provide a list of all witnesses including:
  - Name
  - Date of birth
  - Address
  - Phone number
  - Description of their observations

- Itemize a list of property stolen or damaged (on your form or ours) including a full description of the item and the stock number, SKU or UPC. In cases where a serial number is available, include the serial number.

- Document a complete description of the suspect(s) and vehicle(s) including names (if available) and license plate (if available).

- Copy any relevant surveillance video and include:
  - 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

- Add information regarding any related incidents at this store or other stores.

When the packet is complete, deliver the entire packet to the Greendale Police Department, 5911 W. Grange Ave., Greendale, WI 53129. An officer will review the report and determine the appropriate investigative strategy.