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Chief of Police

Kenosha Police Department
Retail Theft Reporting Procedure

Delayed Reporting of Retail Theft – Guidelines

Delayed reporting examples:

- Loss Prevention/Security discovers theft during a video surveillance review.
- Employee/Management waits until a later date/time to report the incident to the police department.

Before the police will investigate a delayed report of a Retail Theft, the following steps must be completed:

- Complete the Retail Theft Report Packet.
 - If you can do so safely, obtain the license plate number of the suspect vehicle, and driver description.
- Include a copy of any surveillance video or photos if available.
- Agree to produce the employee who witnessed the incident in the event the matter is contested in court.

Once these criteria are met, call the Kenosha Police Department at 262-656-1234 and request a Police Officer to be dispatched. The officer will review the report and determine if the above criteria have been met. If so, the Officer or detective will investigate the case and take the appropriate action.

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

1. Contact the Kenosha Police Department immediately if any of the following apply:

- Retail Theft if 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 **over \$500.00**

2. Complete a Retail Theft Packet if any of the following situations apply:

- If there is any reporting delay as a result of a store policy or procedure
- Retail Theft is discovered at a later date (video review) **AND** the amount is **under \$500.00**

3. The Retail Theft 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 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 case where a serial number is available, include the serial number.
- Complete description of the suspects(s) and vehicle(s) including names (if available) and license plate (if available).
- Copies of any relevant surveillance video including:
 - Still images of any suspects 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 report is complete, call the Kenosha Police Department at 262-656-1234
and request a Police Officer to be dispatched.

The Officer will review the report and take the appropriate action.

*Note: You cannot save any data that is typed into this form. Please print your completed form before you close your internet browser.



KPD Case # _____

Kenosha Police Department
Delayed Reporting of Retail Theft Incident
(To be completed by employee)

Business Name: _____ Address: _____

Reporting Date: _____ Date & Time of Incident: _____

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)

For Official Use Only

I, officer _____ transported the surveillance DVD to evidence and placed the original copy into overflow locker 51. A copy of the surveillance DVD was placed with this report. See case # _____ for more information.

Signature: _____ Date & Time: _____

Incident Description:

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: _____

Email: _____

Did the suspect(s) have consent to take the property without paying for it?

Have the suspect(s) been involved in any other thefts that you were aware of?

Did the suspect(s) pass the last point of purchase without paying for the property?

Was there property damage? Total Amount: \$ _____

Was there property loss? Total Amount: \$ _____

Employee Signature: _____ Date: _____

