



West Milwaukee Police Department DELAYED REPORTING RETAIL THEFT PROCEDURE



Quick Reference

Effective: April 1st, 2024

Delayed Reporting examples:

- 1) Loss Prevention/Security personnel discovers theft during a video surveillance review.
- 2) Employee/Management do not immediately report incident to the West Milwaukee Police Department.

Before the police will investigate a delayed report of a retail theft, please complete the following steps:

- 1) Complete detailed report, using WMPD or store loss prevention report forms, providing a full description of the incident and signed by the investigating loss prevention or store employee.
- 2) Provide name, date of birth, home address, phone number and position of the reporting person.
- 3) Provide a list of all **witnesses** including:
 - Name
 - Date of Birth
 - Home Address
 - Phone Number
 - Description of their observations
- 4) Make a list of property stolen or damaged, using WMPD or store loss prevention report forms. Include a full description of the item and stock number, SKU or UPC. In cases where a serial number is available, include the serial number.
- 5) Write a complete description of the suspect(s) and vehicle(s), including names (if known) and license plate number (if available).
- 6) Make a copy of any relevant surveillance video and include:
 - Still images of any suspect or vehicle
 - Describe (in the incident description) the activity observed on the video and the specific location of the activity (time stamp) on the video.
- 7) Add information regarding any similar or related incidents at this store or other stores.

When the packet is complete, deliver the entire packet to the West Milwaukee Police Department. An officer will review the packet and determine the appropriate investigative strategy.



West Milwaukee Police Department RETAIL THEFT REPORTING PROCEDURE



INSTRUCTIONS FOR STORE EMPLOYEES/LOSS PREVENTION

Before reporting a retail theft, please follow the instructions below for reporting procedures:

Contact the West Milwaukee Police Department immediately if:

- Retail theft is in progress or has just occurred (suspect likely in the area), or;
- The suspect is being detained by store personnel, 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 \$1,000.00.

Complete a Retail Theft Packet if any either 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 \$1,000.00.

Do NOT contact the police if any of the following situations apply:

- The store is not seeking prosecution.
- It cannot be substantiated what merchandise was taken.
- The store refuses to turn over available video surveillance due to policy or procedure which dictates that video of the offense cannot be turned over to the police without a subpoena.

Packet must contain ALL of the information below:

- Complete detailed report, using WMPD or store loss prevention report forms and provide full description of the incident, signed by the investigating loss prevention or store employee.
- Name, date of birth, address, phone number and position of the reporting person.
- List of all witnesses including:
 - Name, Date of Birth
 - Home Address
 - Phone Number
 - Description of their observations
- Full list of property stolen or damaged (WMPD form or store form) 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 known) and license plate number (if available).



West Milwaukee Police Department RETAIL THEFT REPORTING PROCEDURE



- Copies of any relevant surveillance video including:
 - Still images of any suspect or vehicle
 - Description (in the incident narrative) of the activity observed on the video and the specific location of the activity (time stamp) on the video
 - Information regarding any similar or related incidents at this store or other stores.

When the reports are complete, please deliver the entire packet during business hours (Monday-Friday, 8am-5pm) to:

**WEST MILWAUKEE POLICE DEPARTMENT
4755 W Beloit Rd. West
Milwaukee, WI 53214**

All reports will be reviewed and investigated thoroughly.