



STURGEON BAY POLICE DEPARTMENT

Retail Theft – Reporting Packet & Procedures

INSTRUCTIONS FOR STORE EMPLOYEES

Please contact the Sturgeon Bay 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;

In all other cases, please follow the below procedure, completing ALL of the requested information. Failure to follow these procedures could delay the investigation and prosecution of those involved.

- A completed packet, with a full narrative description of this 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 in the narrative
- Full list of property stolen or damaged 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), including names (if available), and vehicle(s), including 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
- Copies of any relevant store receipts.
- Information regarding any related incidents at this store or other stores.

When the report is complete, call the Sturgeon Bay Police Department at (920) 746-2450 and request a police officer to be dispatched. An officer will review the report, and an appropriate investigative strategy and enforcement action will occur.