LOSS PREVENTION OFFICERS' REPORT

YEAR	REPORT NUMBER

☐ ROBBERY (211 PC) ☐ GRAND THEFT (487 PC) ☐ BURGLARY (459 PC)
☐ EMBEZZLEMENT (503 PC) ☐ PETTY THEFT/SHOPLIFT (488/459.5 PC)

DATE OCCURRED	TIME OCCURRED
DATE REPORTED	TIME REPORTED

Instructions: *This report should be completed by Loss Prevention and given to the Roseville Police Officer on arrival. Ideally, complete this form prior to calling the Roseville Police Department to turn over your arrest. Extenuating circumstances, such as combative suspects or suspicious circumstances would most likely warrant a phone call at the time of the arrest. Fill out this form completely and as neatly as possible. It must be typed or NEATLY block printed in black pen. No other variations will be accepted. Digital forms are available, and can be completed user Adobe Acrobat (free software). Stores and loss prevention agents are responsible for making, and having available, their own forms.*

VICTIM STORE NAME	LOCATION ADDRESS	BEAT

LOSS PREVENTION AGENT INFORMATION AND WITNESSES

CODE	LEGAL NAME (LAST, FIRST MIDDLE)			HOME ADDRESS	RESIDENCE PHONE
DOB/AGE	SEX	RACE	REFERENCE NUMBER	EMPLOYER NAME / ADDRESS	WORK PHONE
ADDITIONAL INFORMATION					CELL PHONE

CODE	LEGAL NAME (LAST, FIRST MIDDLE)			HOME ADDRESS	RESIDENCE PHONE
DOB/AGE	SEX	RACE	REFERENCE NUMBER	EMPLOYER NAME / ADDRESS	WORK PHONE
ADDITIONAL INFORMATION					CELL PHONE

CODE	LEGAL NAME (LAST, FIRST MIDDLE)			HOME ADDRESS	RESIDENCE PHONE
DOB/AGE	SEX	RACE	REFERENCE NUMBER	EMPLOYER NAME / ADDRESS	WORK PHONE
ADDITIONAL INFORMATION					CELL PHONE

SUSPECT VEHICLE IF KNOWN

YEAR	MAKE	MODEL	BODY STYLE	COLOR / COLOR	LICENSE NUMBER	STATE

ADDITIONAL INFORMATION (REGISTERED OWNER / DAMAGE / OR UNIQUE FEATURES)

INCIDENT AND APPREHENSION INFORMATION

	SUSPECT 1	2	3
Did the suspect(s) come along willingly at apprehension?	☐	☐	☐
Did the suspect(s) flee from agents?	☐	☐	☐
Was the suspect(s) combative at the time of arrest?	☐	☐	☐
Did the suspect(s) threaten anyone at the time of arrest?	☐	☐	☐
Did the suspect(s) present a weapon?	☐	☐	☐

	YES	NO
Was the incident captured on video?	☐	☐
Did you get a statement from the suspect(s)?	☐	☐
Did you make a copy of the video for the officer? ** whenever possible, videos should be given to the officer at the time the suspect is turned over to law enforcement.	☐	☐
Was all available merchandise information documented?	☐	☐

WHAT WAS THE VALUE OF THE MERCHANDISE OR FUNDS STOLEN? $

NAME OF PERSON COMPLETING THIS REPORT (This MUST be legible!)	DATE AND TIME

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SUSPECT(S) AND / OR ARRESTED PERSONS

SEX

Male = M
Female = F

RACE

Asian	A	Indian	I
Black	B	Other	O
Chinese	C	Pacific	PI
Hispanic	H	White	W

COLORS

Blonde	BLN	Orange	ORG	Gray	GRY
Brown	BRN	Red	RED	White	WHI
Black	BLN	Green	GRN		
Blue	BLU	Hazel	HZL		

MISC

Height example 602
Weight example 200

1

NAME (LAST, FIRST, MIDDLE)	DOB / AGE	SEX	RACE	HEIGHT	WEIGHT	HAIR	EYES

ADDRESS	CHARGES

REFERENCE NUMBER (DLN OR SSN)	HOME PHONE	WORK PHONE	CELL PHONE	RELATED CASES (When/Where)?

AKA / ADDITIONAL INFO / MARKS / SCARS / TATTOOS

HAIR LENGTH/TYPE	HAIR STYLE	FACIAL HAIR	COMPLEXION	APPEARANCE	DEMEANOR	SPEECH

2

NAME (LAST, FIRST, MIDDLE)	DOB / AGE	SEX	RACE	HEIGHT	WEIGHT	HAIR	EYES

ADDRESS	CHARGES

REFERENCE NUMBER (DLN OR SSN)	HOME PHONE	WORK PHONE	CELL PHONE	RELATED CASES (When/Where)?

AKA / ADDITIONAL INFO / MARKS / SCARS / TATTOOS

HAIR LENGTH/TYPE	HAIR STYLE	FACIAL HAIR	COMPLEXION	APPEARANCE	DEMEANOR	SPEECH

3

NAME (LAST, FIRST, MIDDLE)	DOB / AGE	SEX	RACE	HEIGHT	WEIGHT	HAIR	EYES

ADDRESS	CHARGES

REFERENCE NUMBER (DLN OR SSN)	HOME PHONE	WORK PHONE	CELL PHONE	RELATED CASES (When/Where)?

AKA / ADDITIONAL INFO / MARKS / SCARS / TATTOOS

HAIR LENGTH/TYPE	HAIR STYLE	FACIAL HAIR	COMPLEXION	APPEARANCE	DEMEANOR	SPEECH

HOW WAS THE THEFT ACCOMPLISHED?

- ☐ CONCEALED ON PERSON
- ☐ BOOSTER BAG
- ☐ FIRE EXIT
- ☐ CART PUSHOUT / RUN OUT
- ☐ COUNTERFEITING
- ☐ DISTRACTION
- ☐ BOX STUFFING
- ☐ FALSE RETURN
- ☐ GIFT CARD FRAUD
- ☐ OTHER

TYPE OF ITEMS TAKEN

- ☐ CLOTHING
- ☐ ELECTRONICS
- ☐ JEWELRY
- ☐ RAZORS / TOILETRIES
- ☐ SHOES
- ☐ TOOLS
- ☐ APPLIANCES
- ☐ FOOD
- ☐ BABY FORMULA
- ☐ OTHER

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PROPERTY REPORT

	(S) (R) (L)	QTY	ARTICLE NAME	BRAND / MAKE	MODEL	SERIAL NUMBER	MISCELLANEOUS	VALUE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

All items listed on this page must be described in detail with a specific loss amount assigned to each piece of property. Please DO NOT use SKU numbers or unique store identifiers that cannot be deciphered by police department personnel.

(S) Stolen (R) Recovered (L) Lost | TOTAL

CONTROLLED DOCUMENT DUPLICATION OR REISSUANCE CONTROLLED BY LAW RPD 12 2016

NAME OF PERSON COMPLETING THIS REPORT (This MUST be legible!)

DATE AND TIME

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NARRATIVE

This is the Loss Prevention Officers' Narrative Page. Agent: Make sure you cover all details of the offense, including the following information:

- How you first came to notice the suspect(s)
- What the suspect(s) actually did that you or an additional witness can testify to.
- How you identified yourself, and how you apprehended the suspect.
- How you observed the suspect(s) … (on foot in store, via camera, etc.)
- How the suspect(s) committed the theft (left concealing the item, etc.)
- Any statements that the suspect made to you or others.

You can cut and paste your narrative into the provided space, and add pages if you feel it necessary to do so. Narratives should be completed prior to law enforcement officer arrival, and should include all the necessary elements of the crime.

NARRATIVE

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NARRATIVE

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