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|  | LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania | |
| | Policy 3.8.3 | |
| Subject: | | Distribution: |
| Retail Theft | | All Sworn Personnel |
| Date of Issue: | Expiration Date: | Rescinds: |
| 06-01-2014 | Until Amended or Rescinded | Directive: 10-18 |
| References: | | |
| CALEA: N/A; PLEAC: N/A | | |
| By Authority of: | | |
|  | | Superintendent of Police |

PURPOSE

This is to establish a policy and procedure regarding the handling of retail theft cases.

PROCEDURE

1. Handling of Suspect

- a. All suspects are to be handcuffed, searched and transported to police headquarters as per procedures outlined in Policy 3.5.1, Prisoner Custody and Transport.
- b. Once at headquarters the suspect is to be turned over to the on-duty detective or platoon investigator for further investigation. The arresting officer will assist with this procedure unless directed to do otherwise by a supervisor.
- c. All adults accused of retail theft will be fingerprinted and photographed to determine prior conviction for retail theft and to assign an Offense Tracking Number (OTN) for the current arrest. A juvenile 16 years of age or older accused of the summary offense of retail theft shall only be fingerprinted

2. Merchandise

- a. Any non-perishable merchandise recovered is to be brought to police headquarters.
- b. The merchandise is to be identified by store personnel where the theft occurred.
- c. If merchandise recovered is determined to be from another retail store, personnel from that store are to be contacted advising them of the circumstances surrounding the recovery. If through investigation, prosecution can be brought

against the suspect for the secondary loss or losses, another incident report shall be initiated and prosecution shall be brought.

- d. All merchandise is to be itemized, inventoried and a total of loss / recovery recorded.
- e. The merchandise is to be photographed and returned to store personnel.

3. Witnesses/Store Personnel

- a. Locate any and all witnesses to the theft at the scene of the incident.
- b. Have the witnesses/store personnel arrange to return to police headquarters where written statements are to be obtained.
- c. If circumstances exist where the individual witnesses are unable to return to police headquarters, an informative, complete written statement is to be obtained from the witness at the scene where the incident occurred.
- d. Statements are to include all events witnessed by the individuals, as well as the identification of the suspect if applicable. It is also necessary to include the amount of loss/recovery and return of merchandise in their statements.
- e. Should a hearing be requested, the assigned/arresting officer shall be responsible for producing the witnesses to testify.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.