

Example theft from retail store. With or Without level of violence.

My name is .... I am the (position) at (store) located at (address)

**\*Narrative example\***

At 13:15 on the 26<sup>th</sup> of November 2023 a male entered the store. The male went to the men's clothing rack which is located at the rear of the store. He was there for approximately one minute and selected three items of clothing (which I have listed below) and hung them over his left arm.

The male then headed towards the exit and left the store making no attempt to pay for the items.

The male exited the store at 13:17 and turned right heading down King Street Pukekohe in the direction of ...

A staff member followed the male outside and witnessed him enter the front passenger seat of a (vehicle description and/or Registration) which then drove off in (direction)

**\*Description of Male is as follows:** See attached description guide and prompts.

**\*Items stolen are listed as follows: (include colour, size etc and retail price of each item with total cost of all items.)** Total cost is important for Police to lay the correct charges.

**\*Staff member mentioned in this report is:** Include name, position, contact details and/or hours available to contact in needed...

**\*CCTV footage of this incident has been captured and attached to this report or is available for collection at the store...** Ideally this will be provided with the report for Police to see as we read this report.

Additional notes to consider for different circumstances:

1. If more than one offender involved refer to them as offender 1, offender 2 ... or Male offender / Female offender in the narrative. Then describe them in the description section.
2. If there is any level of violence or communication from the offender, please describe this in the narrative as and when it happens.
3. If staff need to move out of the way of the offender as they are running from the store because they felt they would be hurt, please explain this.
4. If staff are verbally threatened in any way please explain this and identify who this staff member is. This person will also need to provide a statement. An example / template is provided.