

Shoplifting examples FOOD / Supermarket - Male left without paying for the goods:

My name is (John Doe) I am the (Duty Manager) at (New World) located at (17 Paerata Road, Pukekohe) address.

On (date, time) at (address) a male entered the store at 16.12 through the main entrance. He selected a basket and went to the meat section located in at the rear of the store and filled it up with the meat that I have listed. He then enters isle 2 and selects (xyz items) He then goes to isle 4 and selects (items) he walks towards the shark teeth/entrance and just before he walks out with the basket of stolen items he selects some confectionery and puts them in the basket as well. He walks out through the main entrance at 16:15 making no attempt to pay for the items. The male turns right and heads down (street) heading towards (street or location) The male is seen entering a (vehicle description / Registration)

***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.