
Shoplifting Program

411.1 PURPOSE AND SCOPE

The Shoplift Program was developed to alleviate the need to dispatch patrol personnel to all incidents where subjects are apprehended by Loss Prevention Officers for the crime of petty theft (also referred to as shoplifters).

It is the purpose of this policy to describe the Shoplifting Program and to identify procedures to determine when to dispatch patrol personnel to reports of petty theft at businesses that are part of the Shoplifting Program.

All businesses that are part of the Elk Grove Police Department's Shoplifting Program are identified in a Memorandum of Understanding (MOU) where guidelines and expectations between the police and businesses are further detailed (refer to Shoplifting Program MOU for further).

411.2 SHOPLIFT PROGRAM DEFINED

The Shoplifting Program was designed to accomplish two purposes. First, to train Loss Prevention personnel in the proper methods, in accordance with the law and the Sacramento District Attorney's Office, to process individuals they have arrested for petty theft without waiting for a patrol officer to respond; second, to alleviate the need for patrol personnel to respond to all reports of petty theft when the arrest is made by a trained Loss Prevention Officer.

Retail businesses that employ Loss Prevention Officers will be encouraged to participate in the Shoplifting Program in order to apprehend and deter thieves that frequent their business and to expedite the processing of arrests.

The Shoplifting Program will be overseen by a designee of the Problem-Oriented Police Unit. This officer will be responsible for the following:

- Developing and implementing a training program and facilitating periodical training as needed.
- Ensuring all Loss Prevention reports are received by the Elk Grove Police Department within seven days of the crime report.
- Reviewing and approving completed arrest reports and forwarding to the Sacramento County District Attorney for prosecution.
- Liaison with the intake District Attorney to ensure prosecution. Coordinating follow-up responsibilities of Elk Grove Police Record's staff.
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411.3 TRAINING PROGRAM

Loss Prevention Officers will be required to attend a four hour training session in order to become familiar with the Shoplifting Program. The training will include:

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- How to obtain a report number and request a criminal history/warrants check from EGPD Dispatch personnel.
- How to prepare an acceptable crime report in accordance with the Sacramento County District Attorney's Office.
- Completion of a citation to appear in court (no court date assigned).
- Basic interview techniques. Basic officer safety techniques.
- All reports will be required to be turned into the EGPD POP Unit within seven days of the crime report.

411.4 DISPATCH PERSONNEL RESPONSIBILITIES

Loss Prevention Officers will contact EGPD Dispatch when they have made an arrest for the crime of petty theft. Loss Prevention Officers will identify themselves by first and last name (and employer name and address) and request a criminal history/warrants check on their arrestees.

EGPD Dispatch Personnel will run CII on the subject in order to determine if they are eligible for the Shoplift Program. In order to qualify for the Shoplift Program, the following criteria must be met:

- The arrestee has no outstanding warrants.
- The arrestee has no known convictions for theft pursuant to Penal Code 666 (PC 666 defines prior theft as the following: PC 488, 487, 10851, 459, 215, 211, or 496 and served a term as a condition of the offense).
- If the arrestee has three or more convictions for one of these offenses, they must have served at least one day in jail.

If the subject meets the criteria, a CAD call for service will be created and a case number assigned and provided to the Loss Prevention Officer. A police officer will not be dispatched to the business. Under no circumstances will the results of the criminal history/warrant check be provided to the Loss Prevention Officer. This information is confidential.

- An officer shall be dispatched to the business if any of the following criteria exists:
- Outstanding felony warrants (including misdemeanor warrants exceeding \$1,000).
- Unsatisfactory identification.
- Combative arrestee(s).
- Three or more convictions of theft pursuant to Penal Code 666 and one day or more of jail time was served.
- Probation/parole status exists.
- Other evidence of a felony crime exists.

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411.5 PATROL OFFICER RESPONSIBILITY

In cases where a patrol officer is dispatched, the patrol officer will assist the Loss Prevention Officer(s) and take custody of the arrestee when any of the above criteria are present.

411.6 RECORDS BUREAU RESPONSIBILITY

After reports are received and approved by the POP Unit they will be forwarded to the Records Bureau for administrative follow-up. Loss Prevention officers will attach a citation to appear in court, which will be attached to all misdemeanor theft reports without an assigned court date. The Records Bureau will be tasked with completing and attaching a criminal history package to each report. The Records Bureau will also be tasked with the following:

- **JUVENILE SUSPECTS**-The Records Bureau will forward all reports concerning juvenile offenders directly to the Juvenile Court for prosecution. The Juvenile Court will issue a court date and be responsible for notifying the juvenile offender of future court proceedings.
- **ADULT SUSPECTS**-The Records Bureau will issue a court date for all adult suspects. Notification of court proceedings will be conducted via certified mail to ensure suspect(s) have been appropriately notified in cases where there is a failure to appear and an arrest warrant needs to be issued.