Complete this form for non-emergency matters as a record for your store and as a prompt when reporting matters to police via the Crime Reporting Line or in person at a police station. This form can also be uploaded as evidence to the New Zealand Crime Reporting Line Web Portal once your case has been entered an you have been provided a case number. You can also upload C.C.T.V still images and other relevant evidence as attachments to your case. This form is a guide only it is recommended you customise or adjust the form to suit your store’s needs. This form is for non-emergency matters only. **ALWAYS call 111 in an emergency.**

**LOSS PREVENTION INCIDENT FORM – NON EMERGENCY MATTERS**

|  |
| --- |
| **Crime Type:**(Circle one) **Shoplifting General theft Burglary Fraud**  |
| **Incident date & time** | Date: | Time: (24 hour clock) |
| **Location / Address** |  |
| **Company / Retailer name** |  |
| **Reporting staff member** | Name: |
| D.O.B: |
| Contact Phone Number(s): |
| **Other witnesses/staff** | Name: |
| D.O.B: |
| Contact Phone Number(s): |
| **Other witnesses/staff** | Name: |
| D.O.B: |
| Contact Phone Number(s): |
| **CCTV** | Available: YES / NO |
| Name of CCTV operator/contact: |
| C.C.T.V Clock time correct: |
| **Payment** | Was there an attempt to pay/associated or fraudulent purchase: YES / NO |
| Method of payment: Credit Card / EFTPOS / Cash / Cheque |
| Item purchased and time: |

|  |
| --- |
| **Offender Details:** |
| Name if known: |  |
| Approximate age: |  | Sex: |  |
| Build: |  | Height: |  |
| Hair colour: |  | Previously Trespassed: | YES / NO |
| Other identifying features(clothing, tattoos, scars, piercings etc) or secondary offender description: |
| Vehicle Details: |
| Registration: | Front Plate/rear plates the same: |
| Make/Model: | Vehicle Body Style: |
| Colour: | Features/Damage: |
| Circumstances of incident: (Describe what happened, how the incident was discovered and what action you took)……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |