



CONCORD POLICE DEPARTMENT
DIFFERENTIAL POLICE RESPONSE
MERCHANT REPORT CHECKLIST

THE SHOPLIFTING CASE THAT YOU ARE INVOLVED IN **MUST MEET ALL OF THE FOLLOWING CRITERIA.**
(Please complete each section of this form by checking off the corresponding box. Attach the checklist to the report.)

- The **theft is a straight shoplifting theft**, (484-488 PC). The cash value of the merchandise is less than \$400.00.
- The theft does not involve the return of merchandise from other stores or multiple stores (i.e., possible burglary situation).
- The suspect was not in possession of "booster" bags, clothing and/or other tools consistent with a shoplift burglary.
- The suspect is not a known or suspected shoplifting offender to *store personnel*, (i.e., prior suspected thefts or criminal offenses even if not arrested.)
- The suspect was not combative, confrontational and/or did not try to aggressively evade arrest (assaulted LPO, etc.). This is discretionary and a merchant can elect to do a merchant report if they do not want an Officer to respond.
- The suspect is not under the influence of drugs or alcohol. The suspect does not have obvious signs of recent drug use (track marks, etc.).
- The suspect was not in possession of any contraband, drugs, weapons or false identification. The suspect is not in possession of credit cards or checks in the name(s) of other individuals and is not in possession of other suspected stolen property.
- Multiple suspects did not conspire to commit the theft. (Two or more suspects obviously working together to commit one theft. One suspect holding the bag for the other to fill, etc.)
- The suspects are not a parent and child team. (Possible contributing to the delinquency of a minor).
- The **adult suspect has provided legitimate photo identification**. The suspect's physical description should match their ID, which should be consistent with other known information on the individual. The ID **must** be any one of the following three:
 - 1. California drivers license
 - 2. California ID card
 - 3. Military ID card
 - 4. Foreign government identification
 - 5. All Passports
 - 6. Any photograph identification which contains the subject's name (as long as CPD dispatch can obtain an identification match that includes a date of birth).
 - 7. In cases where Officers are dispatched to the scene and can verify the subject's identity. The officer must insure that the Merchant report includes the officer's name and how the subject's identity was verified.

A *juvenile* suspect can be released at the scene, provided the juvenile has a legitimate photo ID or if positive identification is made by a responsible adult. (If the responsible adult, is unable to, or declines to pick up the juvenile suspect, the juvenile may be released at the scene. The juvenile's *parents* or *guardian* must be aware of the detention, must have made positive identification of the juvenile and must have given their permission for the juvenile to be released at the scene).

- The **suspect must live in California, or provide a California address**, or be stationed at a Military base in California.
- The **suspect must have a California mailing address**, (which could include a PO Box).
- The suspect is "**CLEAR**" in a computer check with the Concord Police Department (phone 671-3351).
 - The check will include NAMS, CDL, CRIMINAL HISTORY, SRF, WARRANTS and during business hours, COURT PROBATION.
 - The suspect does not have a MANUAL CRIMINAL HISTORY ("M" number, excluding "M-9" numbers).
 - The suspect has no warrants. (An exception would be, if a minor infraction warrant exists, a CPD Sergeant has the discretion to authorize the warrant not be served. The dispatcher will handle this prior to contacting the LPO. The store will handle the detention).
 - The suspect is not on probation in Contra Costa County.
 - The suspect is not on parole.
 - The suspect has no prior history for any theft related offenses, qualifying for 666 P.C., (theft with a prior conviction). These include: 484-488 PC, 459-460 PC, 211 PC, Felony 496 PC and/ or 10851 CVC.
 - The suspect does not have any drug convictions on their criminal history check.

SIGNATURE	DATE	CONCORD CASE NUMBER CR#
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