



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



523.12 LOSS PREVENTION ONLINE REPORTING PROGRAM 07-09-12

PURPOSE

The purpose of this order is to outline procedures for the Loss Prevention Online Reporting Program.

POLICY

It shall be the policy of the Sacramento Police Department to establish alternative methods for handling petty theft (shoplifting) incidents at businesses.

PROCEDURE

A. DEFINITION

COPLOGIC - Citizen Online Police Reporting System.

B. GENERAL

1. The Loss Prevention Online Reporting Program will reduce the amount of time the Sacramento Police Department spends on misdemeanor shoplifting detentions when the need for a police officer to intervene is not necessary.
2. Businesses that employ security personnel working in a loss prevention capacity are eligible to participate in the program.
3. The Sacramento Police Department will conduct training with the participating business to assure successful application of this program.
4. Officers shall not be dispatched when a business declines prosecution.

C. ELIGIBLE FOR RELEASE

1. When a suspected shoplifter has been detained and the business desires prosecution, the Loss Prevention Officer shall
 - a. Contact the Sacramento Police Department Records Section to advise they have a suspect detained for petty theft and request a warrant check.
 - b. Provide their identifying information, name and location of the business, and facts associated with the detention.
 - c. Obtain the name, date of birth, and address of the suspect being detained.
2. Records personnel shall
 - a. Enter the call and determine the eligibility of the suspect.
 - b. Not release any criminal history information. The LPO will only be advised if the suspect is eligible for release under this program.
 - c. Follow the established release criteria as listed on the SPD 234. Release criteria are subject to change and are determined by the Deputy Chief, Office of Operations.
 - d. Notify Communications to dispatch an officer if the suspect does not qualify for release.
 - e. Create an XREF # if the suspect does not have one.
 - f. Give the LPO a case number and the suspect's XREF # to be included in the online report.

D. SPD RESPONSE REQUIRED

1. The business will maintain possession of any stolen/recovered items, photos, and original waivers in case they are needed for court. Items exempt from field evidence release per G.O. 525.02 shall be collected and booked by an officer.
2. The responding officer shall complete a Field Evidence Release (SPD 110) and collect all other paperwork.



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E. REPORTING REQUIREMENTS

1. LPOs will take photos of the suspect and recovered items and complete the COPLOGIC report in all cases.
2. When required to respond, officers shall complete a general offense report when it is
3. determined the suspect has committed a felony. The LPO's report shall be included as a supplement to the officer's report.
4. The LPO shall mail all of the following to the Sacramento Police Department Records Section
 - a. Printed copy of the approved COPLOGIC report.
 - b. District Attorney Request for Warrant (SPD 232).
 - c. Release Criteria (SPD 234).
 - d. Copy of the release waiver (SPD 233).
 - e. Copies of the suspect's photo and pictures of the recovered item(s).