

# Shoplifting Case Documentation Form

## Incident Details

Date of Incident

Time of Incident

Location  Store/Branch

## Suspect Information

Name

Age

Gender  Select

Physical Description

Contact or ID (if available)

## Details of Shoplifting

Items Stolen  List of items

Estimated Total Value  e.g., \$100

Description of Method

## Witnesses

Witness Name(s) and Contact(s)

## Action Taken

Actions Taken (e.g., Police Notified, Banned from Store)

## Additional Notes

Notes

Name of Reporting Staff/Officer

Date of Report

