

# Suspect Detention Report

## Store Information

Store Name

Store Location

Date & Time

YYYY-MM-DD HH:MM

## Suspect Information

Full Name

Date of Birth

YYYY-MM-DD

Gender

ID Type/Number

Description / Clothing

## Incident Details

Summary of Incident

Items Involved

Total Item Value

Witness Name(s)

## Detention Details

Detention Start Time

HH:MM

Detention End/Release Time

HH:MM

Actions Taken (e.g. Police Called, Trespass Notice, etc.)

## Additional Notes

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Employee Name & Signature

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Manager Name & Signature

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Date