

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

Employee Name & Signature

Manager Name & Signature

Date