



Leicestershire  
**Police**  
Protecting our communities

# **Retail Crime Investigation**

## **Information for Retailers**



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## Retail Crime Investigation Information for Retailers

You can report crime via **101** or  
**[www.leics.police.uk/reportonline](http://www.leics.police.uk/reportonline)**

Call **999** in **emergencies only**



At Leicestershire Police, we are committed to supporting our retailers across Wigston, Oadby and Market Harborough by preventing crime and bringing offenders to justice.

To help us deliver the best service to our retailers, we need as much information about shop theft incidents as possible. Information given to Leicestershire Police in a clear and concise way helps us to identify lines of enquiry quickly and effectively, making investigations more efficient.

Leicestershire Police will always continue to support our retailers in crime prevention.

### **What We Will Do**

- At the time of your report, you will be given an incident number.
- If lines of enquiry are identified from your initial report, the report will be allocated to a Police Officer and they will be in contact to discuss the incident with you.
- We will retrieve a copy of the CCTV footage that you saved and stored showing the incident.
- You will be informed if a suspect has been identified and how your report will be progressed.
- You will be informed if a suspect is interviewed and charged with an offence or if they have been dealt with in another way.
- You will be informed if your case is closed because a suspect has not been identified or there is not enough evidence to pursue a prosecution.

### **What You Need to Do**

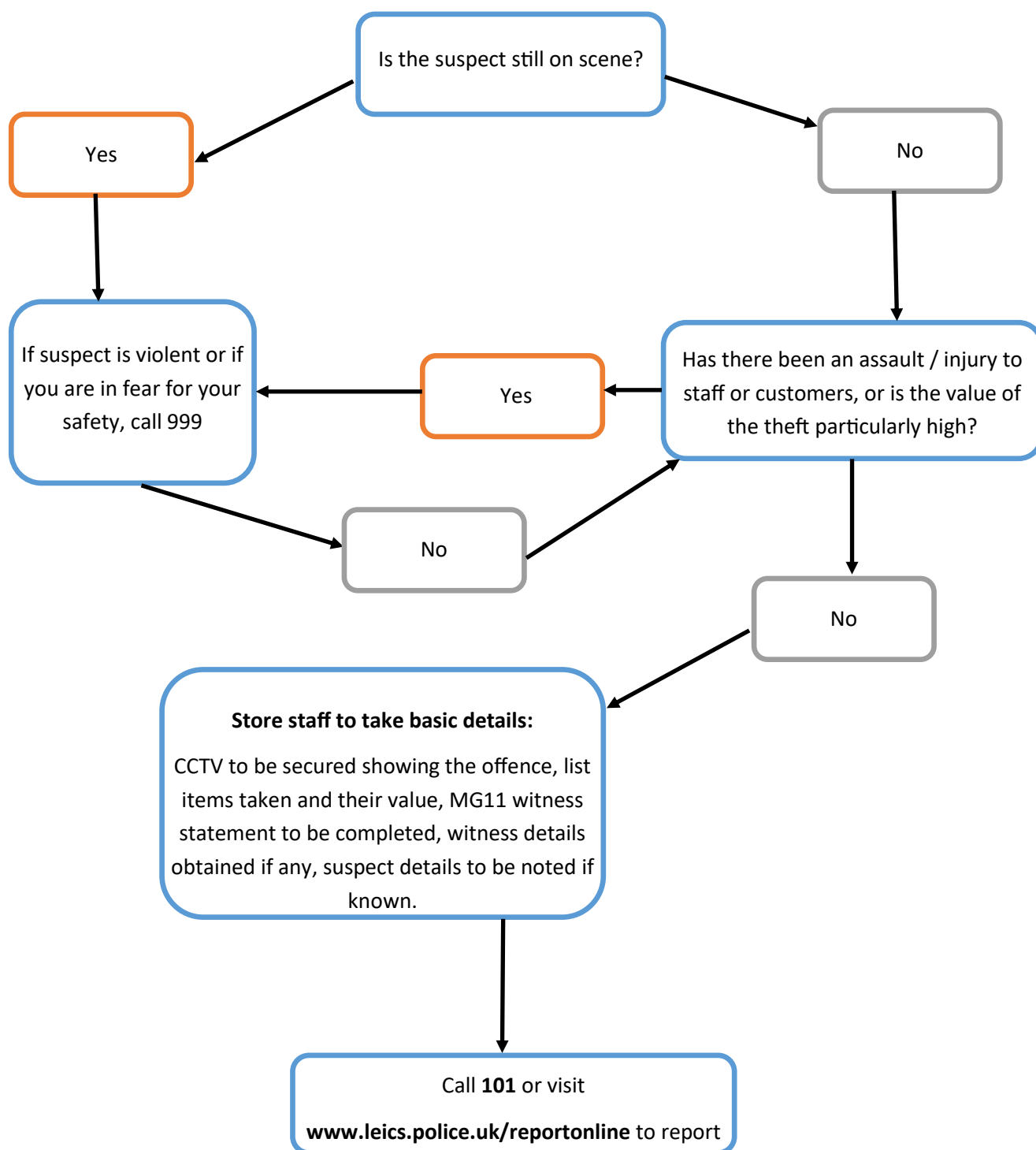
- Collate information noted in this pack about the incident.
- Tell us if you know who is responsible, even if you do not support further action.
- Ensure staff are available to assist us.
- If a shop worker has been assaulted or abused - tell us. This is important and we will respond in the most appropriate way.



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## CCTV

The CCTV footage should show the time, date and all of the suspect(s) movements. This includes entry to the store, the taking of goods, moving past the point of payment and exiting the store. All activity when in the premises should be captured on CCTV.

If the clock on the CCTV system is incorrect, please indicate by how much in the MG11 witness statement. All CCTV times should be in hours, minutes and seconds.

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**Time**

**Camera**

**Suspect(s) Actions**

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## Retail Crime Investigation Information for Retailers

[illegible]



## **MG11 Witness Statement**

On the following page is an example of an MG11 Witness Statement which would be required to pursue a prosecution.

The police officer conducting the investigation will take a statement from a staff member in person or on the phone. Please ensure staff are available to assist police with this.

The statement should include the points to prove of the offence:

*“On (date and location), dishonestly appropriated property belonging to another from a shop with the intention to permanently deprive another of it”*

In simple terms, it should include:

- The suspect entering the store
- The suspect taking the goods
- The type, number and value of goods taken
- The suspect leaving the store without making any offer of payment
- The suspect not having permission to leave the store without making payment
- The suspect's details if known
- The CCTV footage exhibited

<b>Complete If Req'd</b>	GSC Class:	Reason:
	Handling Conditions:	

MG11

Occurrence Ref:

## WITNESS STATEMENT

CJ Act 1967, s.9; MC act 1980, ss.5A(3) (a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

URN

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Statement of:

Age if under 18:

*(if over 18 insert 'over 18')*

Occupation:

This statement (consisting of                      page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false, or do not believe to be true.

Signature:.....

Date:

My details are noted on the MG11b and I am an employee of

.....  
.....

On (time/day/date).....I can confirm that I have (witnessed / reviewed  
CCTV).....

and seen the (suspect) .....taking  
items from (store)..... on (date / time) .....

(suspect) .....enters the store and heads to the aisle containing (type)  
.....products.

(suspect) ..... takes (number) ..... of  
(type of items) .....

(suspect) ..... then walks past the till area making no offer of payment and then  
leaves the store.

(suspect) ..... did not have permission to leave the store without making  
payment for any items.

(suspect) ..... took (number) ..... of (type of items)  
.....

The total value products stolen from the store is £.....

I can confirm that the person on CCTV is (suspect).....this is because

.....  
.....  
.....  
.....

Signature: ..... Signature witnessed by: .....



Continuation of Statement of:.....

Page 2

On this day (suspect).....was wearing:

.....  
 .....  
 .....

I (can/cannot) ..... confirm that I would recognise them again.

I have reviewed the CCTV footage of the offence and I downloaded it at (time /date) .....

to (DVD/CD/USB/ NICE Investigate) .....

I produce this as exhibit (initials) .....

The date and time on the CCTV system is .....  
 (insert correct/slow/fast by x minutes /seconds)

Signature: ..... Signature witnessed by: .....