

**Procedure  
11.12**

**EFFECTIVE  
DATE  
71599**

**Eugene  
Police Department**



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## **3050 Shoplifting Program**

### **11.12.1 PURPOSE AND SCOPE**

The 3050 Shoplifting Program is a partnership between this department and area merchants who have volunteered to participate in the program. Under this program, local retail loss prevention agents are trained to write police reports related to shoplifting, freeing police officers to respond to other calls. Once participants are trained, police involvement is limited to reviewing the 3050 report form and citing or arresting the suspect. The 3050 Program is assigned to the Community Policing Support Team. Patrol Command will designate a program coordinator.

#### **PART I - Responsibilities and Procedures for All Personnel**

- A. Expectations of participating merchants
- B. Communications personnel
- C. Assigned officer
- D. Records personnel

#### **PART II - Responsibilities and Procedures for Supervisors and Command Personnel**

- A. Supervisors
- B. 3050 Program coordinator

### **11.12.2 RESPONSIBILITIES AND PROCEDURES ALL PERSONNEL**

#### **A. Expectations of participating merchants**

Our expectations of those merchants participating in the program are that their employees:

- Apprehend shoplifting suspects based on appropriate PC and their store policies.
- Contact our department under 3050 program guidelines.
- Complete the 3050 Merchant Shoplift form before the officer arrives if an officer is dispatched.
- Submit the 3050 Merchant Shoplift form to Records within 48 hours of the custody if an officer is not dispatched to the apprehension of a juvenile shoplifter.
- Do **not** complete or issue citations.

#### **B. Communications personnel**

1. When retail loss prevention personnel report a shoplifting arrest under the 3050

program, they will call our non-emergency number and give the security code 3050, identifying their participation in the program. The name of the suspects(s) and store name/location will also be given.

2. Since only certain store personnel have been trained and certified as 3050 participants, determine whether an employee involved in the arrest is a certified participant. Ensure that, if an officer is responding, she or he is advised.
3. Enter the call into the CAD system. An officer would normally be dispatched to an adult suspect in custody. If the suspect is a juvenile and the only crime known to have been committed is shoplifting, dispatch an officer only if:
  - the juvenile is a runaway or is wanted;
  - the juvenile is armed with a firearm or is carrying a dangerous weapon concealed;
  - the juvenile is in possession of contraband;
  - the juvenile is significantly under the influence of alcohol or drugs;
  - the juvenile has been physically confrontational;
  - the juvenile cannot be properly identified; **or**
  - the parents cannot be located and Skipworth intake has advised store's agent of the need for a police response.
4. If an officer is not to be dispatch for a juvenile suspect, log the incident with suspect's name and tell the store's agent the QA# for the logged call.

c. Assigned Officer

1. Contact the store's agent and review the store's 3050 report form for completeness and accuracy. The 3050 program is specific to Shoplift 1 and Shoplift 2 charges only for both adults and juveniles. If an original, notarized formal complaint accompanies the report, officers will advise the store's agent that she or he does not need to sign a complaint the following day at the City Attorney's Office.
2. Make sure the suspect has been checked for warrants. This is not automatically done by communications personnel.
3. Issue the suspect a citation or take the suspect into custody. Provide a case number to the store's agent. Submit the citation and report to your supervisor for approval and routing.
4. If you decline to take enforcement action, you must complete an Incident Report outlining your reasons.
5. If you determine there are charges other than Shoplift 1 or 2, you must use the

appropriate charge(s) and department report form(s), rather than the 3050 Shoplift form.

d. Records Personnel

1. Make a disposition of “referred” to Department of Youth Services (DYS) at intake for reports received from merchants on juvenile shoplifters.
2. Do not accept any report from merchants that is not on the authorized 3050 Merchant Shoplift form.

**11.12.3 RESPONSIBILITIES AND PROCEDURES FOR SUPERVISORS AND COMMAND PERSONNEL**

a. Supervisors

1. Review reports submitted to ensure that they are thorough and complete, and that reports involving juveniles are routed to DYS.
2. Report on-going problems with reports and/or with participants in the 3050 program to the program coordinator.

b. 3050 Program Coordinator

1. Oversee the initial and annual certification of participants in the program and, to the extent possible, keep accurate records of past and present participants.
2. Serve as liaison between the merchants, the City Prosecutor’s office and our department.
3. Attempt to resolve problems with the program identified by officers and other supervisors.