

**Procedure**  
**11.12**

**EFFECTIVE  
DATE  
2-27-20**

**Eugene  
Police Department**



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## **Juvenile Shoplifting Program**

### **11.12.1 PURPOSE AND SCOPE**

The Juvenile Shoplifting Program is a partnership between the Eugene Police Department and area merchants who have volunteered to participate in the program. This procedure explains the responsibilities of department personnel and expectations for the participating merchants.

### **11.12.2 PARTICIPATING MERCHANTS**

The following expectations apply to merchants participating in the program. Their employees will:

- Apprehend juvenile shoplifting suspects based on appropriate probable cause and their store policies.
- Contact the Eugene Police Department (EPD) under program guidelines.
- Complete the Merchant Shoplift form before the officer arrives, if an officer is dispatched.
- Submit the Merchant Shoplift form to Records within 48-hours of the custody if an officer is not dispatched.

Merchant employees do **not** complete or issue citations.

### **11.12.3 COMMUNICATIONS PERSONNEL**

- a. When retail loss prevention personnel report a shoplifting arrest under the program, they will call EPD's non-emergency number and give:
  - The name of the suspects(s) and store name/location
- b. Only certain store personnel have been trained and certified as participants, determine whether an employee involved in the arrest is a certified participant. Ensure that, if an officer is responding, he or she is advised of status of the involved employee.
- c. Officers will be dispatched only in these circumstances:
  - 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 Serbu intake has advised store's agent of the need for a police response.
- d. If an officer is not to be dispatched for a juvenile suspect, log the incident with the suspect's name and tell the store's agent the QA# for the logged call.

#### **11.12.4 ASSIGNED OFFICER**

- a. The assigned officer will contact the store's agent and review the store's report form for completeness and accuracy. The program is specific to Theft 1 and Theft 2 charges only for juveniles. If an original, notarized formal complaint accompanies the report, officers will advise the store's agent that the agent does not need to sign a complaint the following day at the City Attorney's Office.
- b. Make sure the suspect has been checked for warrants. This is not automatically done by communications personnel.
- c. Provide a case number to the store's agent. Submit the citation and report to your supervisor for approval and routing.
- d. If the assigned officer declines to take enforcement action, they must complete an Incident Report outlining their reasons.
- e. If the assigned officer determines there are charges other than Theft 1 or 2, the officer must use the appropriate charge(s) and department report form(s), rather than the Shoplift form.

#### **11.12.5 RECORDS PERSONNEL**

- a. Make a disposition of "referred" to Department of Youth Services (DYS) at intake for reports received from merchants on juvenile shoplifters.
- b. Only merchants that are authorized through the program and listed on the Merchant Shoplift form may submit reports to EPD.

**Chris Skinner**  
**Chief of Police**