

Greenbelt Police Department – General Order

	Title: Shoplifters		Order #: 615	
	Effective Date: April 18, 2005 Original Issue: January 5, 2004	Review Date: April 8, 2005		
	<input type="radio"/> New <input checked="" type="radio"/> Amends <input type="radio"/> Rescinds			
Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard:			Pages: 2	

01 PURPOSE: To establish policy and guidelines for the charging and /or transportation of persons arrested without a warrant by security personnel, non-security personnel and private citizens.

02 POLICY: Greenbelt Police Officers, when assigned, shall respond to businesses to assist with reports of shoplifters. Specific guidelines addressed in this order will be adhered to in order to ensure uniformity concerning the handling of shoplifting incidents.

03 MISDEMEANOR ARRESTS BY SPECIAL POLICE OFFICERS (SPO):

- A. When an officer is assigned to handle a misdemeanor complaint for a SPO, he/she will first verify the SPO's commission by inspection of that person's credentials.
- B. If the suspect apprehended by the SPO can be positively identified and is a resident of the State of Maryland, the officer will explain to the SPO how to apply for an Application for Statement of Charges.
- C. If the suspect cannot be identified or is not a resident of the State of Maryland, the officer will request the SPO to respond to Central Processing in Hyattsville to complete a charging document. If the SPO agrees to respond, the officer will transport the suspect to Central Processing. If the SPO does not agree to respond to complete the charging document, the officer shall not transport the suspect.

D. If a transport is made and the SPO fails to respond to Central Processing after agreeing to, the transporting officer shall:

- 1. Release the arrestee and provide the arrestee with the identity of the SPO.
- 2. Complete an incident report detailing the circumstances of the transport and release.
- 3. Officers will not prepare or sign a Statement of Charges for a criminal offense alleged by a SPO other than for those circumstances mentioned in Section 07 of this Order.

04 MISDEMEANOR ARRESTS BY OTHER THAN POLICE/SPECIAL POLICE OFFICERS:

- A. When an officer responds to assist with a report of a shoplifter detained by persons other than police officers or SPO's, he/she shall examine the probable cause for detention and initiate wanted checks on the detainee.
- B. If the detainee can be positively identified the officer will present the option of applying for a warrant/criminal summons.
- C. If the complainant elects warrant service, the officer will explain the proper procedure for applying for a warrant.

- D. If the detainee cannot be identified the officer will transport to Central Processing and process the detainee for theft charges.

05 FELONY ARRESTS BY SPECIAL POLICE OFFICERS: Officers responding to felony arrests by SPOs will transport the arrestee for the SPO if the SPO agrees to respond to Central Processing to complete the charging document. If the SPO will not respond or fails to respond after agreeing to do so, the officer shall follow Section 03.D of this Order.

06 FELONY ARRESTS BY OTHER THAN POLICE/SPECIAL POLICE OFFICERS: When an officer investigates an incident where a suspected felon is detained by other than police officers/SPOs, the officer will examine the probable cause. If the officer determines the detention is lawful, the officer will obtain a signed statement from the complainant and transport and process the detainee for theft charges. Under no circumstances will a complainant be advised to seek a warrant for felony offenses.

07 SHOPLIFTING INCIDENTS INVOLVING GREENBELT OFFICERS: If any incident in which the Greenbelt police officer physically assists in the apprehension of a theft suspect during which the suspect resists arrest or physically assaults anyone involved in the apprehension, the arrestee will be transported and charged by the Greenbelt police officer involved.

08 SHOPLIFTING ARRESTS INVOLVING JUVENILES: Upon responding to juvenile shoplifting complaints, the responding officer will first ascertain if prosecution is desired by the complainant and if prosecution is requested, the officer will obtain a statement from the complainant and follow normal juvenile arrest procedures.

09 SHOPLIFTING FOLLOW UP: Officers responding to shoplifting calls and write an incident report, but do not make an on view arrest, will give the complainant a Warrant Advised Form (GPD Form #292) and do the following:

- A. Fill out the top third of the form including the officer's name and the incident number.
- B. Explain to the complainant that they must return the form to the Records Unit within ninety (90) days of the incident for disposition.
- C. If the form is returned to the Records Unit within ninety (90) days the case will be closed.