
REPORT WRITING

GAS DRIVE OFF REPORTS

Purpose: The purpose of this policy is to establish procedures for handling gas drive off reports in a manner that reduces the workload placed on front desk personnel and still provides local businesses with the necessary police services.

Policy Statement: It is the policy of the North Little Rock Police Department to actively assist businesses that are victims of gas drive off thefts when sufficient information exists and the business is willing to pursue criminal prosecution.

Summary of Changes: New format

Procedures

1 Dispatched Service

- 1.1 Reports involving thefts of two hundred dollars (\$200.00) or less may be taken individually if there is sufficient evidence to pursue prosecution and the reporting business intends to do so.
 - 1.1.1 If there is sufficient information to identify the suspect or suspect vehicle, the information obtained by the dispatcher from the reporting business should be broadcast to the responding officer and the area patrol units.
- 1.2 If the theft is in excess of two hundred dollars (\$200.00) a police unit will be dispatched to the business to take the report.
- 1.3 If the theft or attempted theft involved any use of force or threatened use of force, a police unit will be dispatched no matter the amount of fuel taken.

2 Monthly Reports

- 2.1 If there is not sufficient information, or the business does not wish to pursue criminal prosecution, gas drive off reports will be taken on a monthly basis.
- 2.2 Personnel assigned to work at the front desk will take the monthly gas drive off reports from businesses.
 - 2.2.1 Businesses will be required to maintain a log of all gas drive off thefts which will be brought to the front desk by a representative from the business
 - 2.2.2 Reports will be made after the first day of the month for thefts that occur during the previous month.
 - 2.2.2.1 *Example:* Thefts that occur April 1 through April 30 will be reported after May 1.
 - 2.2.3 A copy of the log provided by the business will be attached to the Incident Report.



Mike Davis
Chief of Police