

Peoria Police Department Policy and Procedure Manual

Policy 4.37 Loss Prevention Partnership Program (LPPP)



**“Our Community...
Our Commitment”**

I. POLICY

Loss Prevention Partnership Program (LPPP) is a program which combines the efforts of retail businesses in the City of Peoria with the Peoria Police Department and the Peoria City Court, to reduce the impact that misdemeanor-shoplifting calls have on patrol officers. Any retail business in the City of Peoria which employs a Loss Prevention Officer (LPO) is eligible for the LPPP. The retail business must be willing to prosecute.

II. PROGRAM RESPONSIBILITY

A. The Operation Support Section is responsible for overseeing the LPPP and acting as a liaison with the City Court.

B. Qualifying For LPPP:

1. Business is willing to prosecute.
2. The defendant is detained for shoplifting, in accordance with Arizona Revised Statutes (ARS) § 13-1805.
3. The subject was detained without the use of physical force which would constitute resisting arrest.
4. The LPO determines that the amount of the shoplifting is under \$2,000.
5. The LPO positively identifies the defendant with a state issued driver's license, valid state identification card, or other photo identification, by using the physical description and picture (this is to be documented in the LPO's report). Additionally, the defendant must be able to verify a local address.
6. The LPO attaches a photocopy of the Driver's License/Identification (DL/ID) card to the report.
7. The LPO determines the defendant is coherent and not under the influence of drugs or alcohol.
8. The LPO then contacts Communications to check if the defendant has any outstanding warrants.
9. Subject allows himself/herself to be fingerprinted and photographed.
10. Subject is not in possession of drugs, paraphernalia, multiple identifications, bogus checks, etc.
11. Subject will voluntarily comply with the program and is not requesting an officer.

C. Procedure:

1. If the defendant meets the above criteria, the defendant is given “A Notice of Pending Summons” and released.
2. If the defendant is a juvenile, he/she shall be

released to a parent or guardian by the LPO.

3. If a Peoria Police Officer responds to the call and determines the case can be filed through the LPPP, the officer shall notify the LPO that he/she needs to file the case through the LPPP. The officer will clear the call as a "P", for Public Relations, and have it noted in the narrative that the LPO is processing the call through the LPPP and the call will then be assigned to the LPO for disposition.

4. The LPPP officer from NAT will be responsible for filing the case with the Peoria City Court.

a. A Summons to Appear will be sent to the defendant's address by the court.

b. If the defendant fails to appear for court, a warrant may be issued for his arrest.

D. Communications Responsibilities: When a LPO contacts Communications regarding a LPPP case, the Communications Specialist checks Arizona Crime Information Center/National Crime Information Center (ACIC/NCIC) for outstanding warrants.

1. If the defendant has no outstanding warrants, the complaint operator will advise the LPO, that the defendant is eligible for LPPP. The Communications Specialist will then:

- a. Initiate a call for shoplifting.
- b. Assign the call to a Unit Identifier "LPO".
- c. Assign an Incident Report Number to the call.
- d. Advise the LPO of Incident Report Number.

2. If the defendant has an outstanding warrant the Communications Specialist will:

- a. Advise the LPO that the defendant is not eligible for LPPP.
- b. Enter the Shoplifting call for a patrol officer.
- c. Dispatch patrol officer(s) to take the shoplifting call and the warrant arrest.
- d. The Communications Specialist DOES NOT give out any information regarding the warrant to the LPO.

E. LPPP Officer Responsibilities:

1. Training of LPO's in the City.
2. The retail businesses contact the LPPP officer when they have cases that are ready for processing.
 - a. This is to notify the LPPP officer that they

are sending reports so they can be accounted for.

b. If the LPPP officer does not receive the reports within a week, that officer is responsible for notifying the LPO.

c. The LPPP officer is responsible for the reports once received by the Police Department.

d. The LPPP officer maintains a log of the cases.

3. Reviews each case for probable cause.

a. If probable cause was not established in the report, the LPO is contacted regarding the problem with the report.

b. If it is determined that the LPO needs more training, the LPPP officer arranges for additional training.

c. After probable cause is established, the LPPP officer will complete a Department Incident Report utilizing the Incident Report number issued to the LPO by Communications.

d. The LPPP officer shall submit the case to the Peoria City Prosecutor's Office for processing and complaint filing.

(1) After the cases are processed by the Peoria City Prosecutor's Office, the LPPP officer will pick up the cases and appear before a City Magistrate to swear in the complaints.

(2) The Peoria City Court may issue a summons to the defendant to appear in court reference the charge(s).

(3) If the defendant fails to appear on the summons, a warrant may be issued for his/her arrest.

e. The LPPP officer shall monitor the shoplifting cases and ensure the retailers are processing eligible cases through the LPPP.

f. The LPPP officer shall arrange for any additional training that is needed.

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