



ALBUQUERQUE POLICE DEPARTMENT
FIELD SERVICES BUREAU ORDERS

SOP 4-22

Effective: 01/21/16 Review Due: 01/21/17 Replaces: 01/14/16

4-22 SHOPLIFTING

4-22-1 Rules and Procedures

A. Guidelines for Handling Shoplifting Calls

1. The District Attorney's office has agreed to accept the employee's/security officer's work address and work phone number (instead of residence information) for the offense report, provided the merchant agrees to (a) and (b):
 - a. The merchant will be held accountable for maintaining an up-to-date home address and home phone number on the employee/security officer in case the Department needs it.
 - b. In addition, the merchant will ensure that the employee/security officer is notified to attend court.
 - c. If the merchant does not agree to (a) and (b), then the home address and home phone number is required for the offense report.
2. Warrantless arrests of misdemeanor shoplifting suspects are allowed without exigent circumstances, so long as the officer has probable cause to believe the suspect has committed the crime of shoplifting.
3. Stolen merchandise (misdemeanor or felony) will be left with the merchant to be maintained as evidence.
 - a. If the merchant elects, they may take photographs of the merchandise and then place the merchandise back in stock for sale. Note: It is recommended that the employee/security officer take the photograph in order to better maintain the chain of custody of the evidence.
 - b. If this is done, then the photograph and price tag from the merchandise will be maintained as evidence (by the merchant) to be used in court.
4. It shall be the responsibility of the officer affecting a shoplifting arrest to complete the Criminal Trespass form as outlined in the Trespass Notification SOP.