



**OFFICE OF THE DISTRICT ATTORNEY
SECOND JUDICIAL DISTRICT
STATE OF NEW MEXICO**

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DISTRICT ATTORNEY**

Checklist for Retail Theft Reports and Video Evidence

In order to prosecute retail crime cases, the Bernalillo County District Attorney's Office (DA's Office) must have:

1. Sufficient evidence of the defendant's identity;
2. Sufficient evidence of what the defendant stole, attempted to steal, or intended to steal;
3. Sufficient evidence of the value of the items that the defendant stole, attempted to steal, or intended to steal; and
4. Actual copies of key pieces of evidence.

In addition, there is other information that is extremely helpful for the DA's Office to have. The checklists below are intended to be a guide for law enforcement officers (LEOs) and loss prevention officers (LPO) regarding shoplifting cases. You may use the checklist below to ensure that the most significant items have been addressed. This checklist is not exhaustive and should be used in conjunction with other in-house policies.

Please submit all discovery listed to the law enforcement officer and maintain a copy of all discovery for your own records.

Failure to address any of the items below could prevent prosecution of a case. Please do not submit cases without this information.



Checklist for Retail Theft Reports and Video Evidence

LPO Report

- Essential elements of the report: (1) Intent to Steal, (2) Something of Value, (3) ID of Suspect
- Witnesses to each element: full name, DOB, work phone #, cell phone #, home address, and email address. Including contact information for individuals who maintains the surveillance.
- Whether suspect's actions intended to cause injury or verbal/physical threatening behavior
- History of previous contact/incidents with suspect
- Timestamps for important events on surveillance video (include camera number, if more than one camera)
- Still photos of critical points on video (including file name, time stamp, and camera #)
- Detailed explanation if no video available
- Picture/Description/Receipt and value of each item stolen (including damaged asset control tags/spiders)
- Condition of any recovered merchandise
- Copy of any prior trespass notices/notice of exclusion (with police report number, if available)

Surveillance Video

- Copy of system video (not cellphone recording of system video) on CD/DVD, thumb drive, or electronic copy.
- CD/DVD or thumb drive labeled with police report number and suspect name, if known
- File format playable on any computer (if unable, must include software to view the files)



File name format: “MM-DD-YYYY HH:MM – [short description]”