

Terrell Police Department



General Order: 20.21

Issue Date: April 20, 2011

Review Date: April 20, 2012

Gasoline Drive-Off Theft Reporting

I. PURPOSE

The purpose of this policy is to establish guidelines for the processing of all gasoline drive-off theft reports. Further it establishes reporting time limits, reporting requirements and ensures needed investigative information is obtained prior to the utilization of police resources.

II. POLICY

It is the policy of this department that all gasoline drive-off theft reports be made when reported. The complainant must be able to make an identification of the suspect, provide a vehicle license number, and be willing to prosecute.


All persons wanting to report a drive-off theft of gasoline will be advised of the department policy relating to these offenses and that a report must be made within 72 hours of the offense date. Reports must be submitted at the Terrell Police Department to the Records Division between the hours of 8:00 AM and 5:00 PM. The following procedures will be followed:

- A. The theft report will be completed by an authorized representative of the Retailer on the Citizen Gasoline Drive-Off Form.
- B. The form will be made available upon request or may be obtained from the City of Terrell website.
- C. The complainant report will be reviewed by Records Personnel for completeness prior to acceptance.
- D. If the form lacks the required information it shall be returned to the Retail employee for completion.
- E. A report will not be accepted if any of the following conditions apply:

1. Complainant indicates he will not be able to identify the suspect at trial.
 2. Offense report time is more than seventy-two (72) hours after the date of the offense.
 3. Complainant does not know the vehicle license number.
 4. Complainant refuses to agree to prosecute.
 5. Complainant extended credit to the suspect by retaining some kind of collateral.
- F. The completed form will be submitted to the on-duty Community Service Officer. The information will be transferred to the standard offense report by the reporting member and the original report scanned into the assigned case report.
- G. Personnel taking a report will insure that the complainant understands the agreement to prosecute.

V. PRIOR ORDERS:

From and after the effective date of issuance of this order, it shall be in full force and shall govern the operations of this department with regard to its subject matter. Former orders, policies, directives and memoranda relating to the subject matter are hereby specifically revoked and they shall be of no force and effect from and after the date of issuance of this order.



Jody L. Lay
Chief of Police



Terrell Police Department
Gasoline Theft Report

Offense Report Number: _____

Name of Business: _____

Business Address: _____

Business Phone: _____

Date and Time of Offense: _____

Name of Reporting Person/Title: _____

Address: _____

Signature Authorizing Prosecution: _____

City/State/Zip Home Number: _____

Will the witness/employee submit to a polygraph examination? Yes _____ No _____

Description of Loss: _____

Total Value of Loss: _____

(Example: 5 gallons regular gas)

Vehicle Description: _____

(Make, Model, Year, Color, Damage, Etc.)

Unusual characteristics of Suspect Vehicle: _____

License Number/State/Year: _____

Suspect Description: _____

Race: _____ Sex: _____ Age: _____ Height: _____ Weight: _____ Hair: _____

Other: _____

Clothing Description: _____

Witness Information:

Witness Information:

Name Sex/Sex/DOB

Name Sex/Sex/DOB

Address City/State/Zip

Address City/State/Zip

Home Phone Business Phone

Home Phone Business Phone

Brief narrative of what happened: _____

