



# BE PREPARED FOR WHEN POLICE ARRIVE

The information that you provide to responding officers is important. It is helpful for the apprehension of suspects, and the recovery of your merchandise. After you call the police, prepare the following information for when they arrive:

## 01 WHAT HAPPENED? DESCRIBE THE INCIDENT:

- WHAT WAS TAKEN? WHAT IS THE APPROXIMATE COST OF THE ITEMS?
- WAS A WEAPON USED, DISPLAYED, BRANDISHED OR IMPLIED?
- WAS ANYONE TOUCHED OR HARMED DURING THE INCIDENT?

## 02 WHO DID IT? DESCRIBE THE SUSPECT:

- USE YOUR PHONE TO TAKE A PICTURE OF THE SUSPECT IF YOU CAN DO SO SAFELY. PRESENT THE PICTURE TO OFFICERS WHEN THEY ARRIVE.
- IF YOU CAN'T SAFELY TAKE A PICTURE, START RETRIEVING CAMERA FOOTAGE AS SOON AS THE SUSPECT LEAVES.
- IF YOU CAN'T SAFELY TAKE A PICTURE AND YOU CAN'T ACCESS THE CAMERAS, PROVIDE A DESCRIPTION VERBALLY. INCLUDE THE FOLLOWING:
  - HEIGHT, WEIGHT, SKIN COLOR, HAIR STYLE AND FACIAL HAIR STYLE, CLOTHING DESCRIPTION, NOTABLE ACCESSORIES AND ANY OTHER DISTINGUISHING AND IDENTIFIABLE CHARACTERISTICS.

## 03 WHEN DID IT HAPPEN? DESCRIBE THE TIMELINE:

- HOW LONG AGO DID THE SUSPECT LEAVE THE STORE?
- WHEN DID YOU LAST SEE THE SUSPECT?

## 04 WHERE DID THEY GO? DESCRIBE HOW THE SUSPECT LEFT AND WHICH DIRECTION THEY WENT:

- DID THE SUSPECT ENTER A VEHICLE?
  - TAKE A PICTURE OF THE VEHICLE. IF YOU CAN'T TAKE A PICTURE, TRY TO REMEMBER THE LICENSE PLATE, MAKE, MODEL AND COLOR OF THE VEHICLE.
- WHAT DIRECTION DID THE SUSPECT LEAVE IN?
  - WHETHER ON FOOT, A BICYCLE, SCOOTER OR ANY OTHER METHOD OF TRANSPORTATION, TELL OFFICERS WHICH WAY THE SUSPECT WENT.
  - IT IS IMPORTANT TO KNOW THE STREETS AND DIRECTIONS AROUND YOUR STORE.
  - IT IS IMPORTANT TO KNOW LANDMARKS AROUND YOUR STORE, LIKE TRAIN STATIONS OR BUS STOPS.

## 05 WHAT DO YOU WANT DONE? DESCRIBE THE DESIRED OUTCOME:

- IS THE BUSINESS WILLING TO PRESS CHARGES AND PARTICIPATE IN THE COURT PROCESS?
- DOES THE BUSINESS WANT THE SUSPECT BANNED FROM THE PROPERTY?
- DOES THE BUSINESS WANT MERCHANDISE RECOVERED AND RETURNED?

**REMEMBER: NEVER ENGAGE A PERSON THAT YOU BELIEVE IS STEALING. IT IS DANGEROUS TO TRY AND STOP THE SUSPECT FROM STEALING. PROVIDING THE ABOVE INFORMATION IS THE BEST WAY TO HELP THE POLICE AND BUSINESS.**



# AFTER THE INCIDENT

Your participation in the investigation process is important to us. Please consider the following when assisting the police with an investigation:

## 01 PROVIDE THE OFFICER WITH WHAT THEY REQUEST:

- COMPLETE WITNESS STATEMENT FORMS.
- PROVIDE AN ITEMIZED RECEIPT FOR THE ITEMS TAKEN.
- SUBMIT VIDEO OF THE INCIDENT USING THE LINK PROVIDED BY THE OFFICER.

## 02 PARTICIPATE IN THE LEGAL PROCESS:

- BE PREPARED TO ATTEND COURT AND TESTIFY. YOUR PARTICIPATION IS NECESSARY FOR PROSECUTION.
- REACH OUT TO THE COMMONWEALTH ATTORNEY'S OFFICE PRIOR TO COURT TO CLARIFY EXPECTATIONS FOR THE UPCOMING CASE.
  - COMMONWEALTH ATTORNEY'S OFFICE EMAIL: [CWA\\_INFO@ARLINGTONVA.US](mailto:CWA_INFO@ARLINGTONVA.US)

## HELPFUL PRACTICES TO CONSIDER

- KNOW YOUR BUSINESS' POLICY ON PROSECUTION.
  - DOES YOUR BUSINESS ONLY PRESS CHARGES IN CERTAIN CIRCUMSTANCES? KNOW THESE CIRCUMSTANCES AND IF THEY ARE NOT MET, CONSIDER REPORTING THE INCIDENT ONLINE.
- KNOW HOW TO USE YOUR SECURITY CAMERAS.
  - SECURITY FOOTAGE IS HELPFUL WITH OFFICERS' INITIAL INVESTIGATION AND WITH PROSECUTION.
- UNDERSTAND THE COURT PROCESS.
  - IF THE BUSINESS DESIRES PROSECUTION, A LEVEL OF PARTICIPATION WILL BE REQUESTED OF THE BUSINESS AND EMPLOYEES. THIS MAY VARY BASED ON THE SEVERITY OF THE OFFENSE AND THE AGE OF THE OFFENDER.
- REPORT ONLINE:
  - EVEN IF YOU DO NOT PLAN ON PRESSING CHARGES, IT IS IMPORTANT THAT ALL CRIMES ARE DOCUMENTED. IF POLICE DO NOT RESPOND, PLEASE REPORT THE INCIDENT ONLINE. SEE THE QR CODE BELOW FOR ACCESS TO ONLINE REPORTING:



INPUT IN YOUR  
BUSINESS CONTACTS



ACPD - ONLINE  
REPORTING SYSTEM

ACPD NON-EMERGENCY: (703) 558-2222 BUSINESS OUTREACH: Samantha Brien: (703) 228-4341  
COMMUNITY ENGAGEMENT DIVISION: Sgt. Patrick Smithgall (703) 228-4184