



City of Racine Police Department
Policy and Procedure

Number: 706

Table with 3 columns: Subject (Processing Theft by Rental Agreement Complaints), Date Issued (03-19-93), Effective Date (07-15-11), and Revision Number (3).

POLICY:

The Department handles theft by rental agreements in a manner different from traditional crimes. The use of a separate form and follow-up protocols address these complaints.

PROCEDURE:

The following steps must be taken when a merchant desires to file a complaint about a customer that fails to return property rented/purchased under a rental/rent to own agreement.

COMMUNICATIONS:

- 1. Upon receiving a complaint of Theft by Rental Agreement, advise the complainant to come to the Detective Unit Counter (Monday thru Friday, 8:00AM to 4:00 PM) to obtain Theft by Rental Agreement form.
2. Generate a Phoenix entry for a Theft by Rental Agreement only upon the request of the Detective Unit Secretary or Investigator.

MEMBER:

- 1. If you are sent on a "theft" complaint and find that a merchant wants to report a Theft by Rental Agreement, provide them with a Theft by Rental Agreement form (PP38) with basic instructions on its completion and advise them to return the form to the Department.

DETECTIVE UNIT SECRETARY:

- 1. Maintain a supply of Theft by Rental Agreement forms for distribution to local merchants.
2. If a merchant comes in and requests a Theft by Rental Agreement form to complete, direct the complainant to either mail or return in person the completed Theft by Rental Agreement report along with photocopies of any of the following:
a. Photocopy of the original rental agreement and the account ledger (Rent to Purchase only),
b. Photocopy of registered letter and postal receipt requesting payment or the return of goods,
c. Any other material relating to the rental or lease that would be helpful in the prosecution of the case,
3. Upon receipt of a completed Theft by Rental Agreement form and related documents:
a. Check the form and supporting documentation for completeness.
b. Have Communications initiate a Phoenix entry for the complaint.
1) The complaint number and the date the form was received shall be recorded in the appropriate boxes provided on the form.
c. Forward the original of the completed form and other documents to Records.
d. Forward copies of the Theft by Rental Agreement form and supporting documents to the Detective Unit Lieutenant.

DETECTIVE UNIT INVESTIGATOR:

- 1. Review the Theft by Rental Agreement form and related supporting documentation.
a. Develop the investigation to the stage where a warrant recommendation can be completed and forwarded to the District Attorney's Office.
b. Take steps in order to attempt the recovery of the victim's property.

DETECTIVE UNIT LIEUTENANT:

- 1. Upon receiving a copy of the original report and all the supporting documents, review the form and supporting documents for completeness and assign the case to an Investigator.

RECORDS:

1. Upon receipt of the completed Theft by Rental Agreement form and supporting documents, file them as necessary.

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