

Toy Store Customer Theft Suspicion Documentation

Employee Information

Employee Name

Employee ID

Date & Time

Date of Incident

Time of Incident

Location

Store Location

Specific Area (aisle, department, etc.)

Customer Description

Physical Description

Actions/Behavior Observed

Companions (if any)

Details of Suspicion

Items Involved (if any)

Description of Suspicious Activity

Action Taken

Steps Taken (approached customer, notified security, etc.)

Witnesses

Witness Names (if any)

Additional Notes