



Township of Wayne POLICE DEPARTMENT



475 Valley Road, Wayne, New Jersey 07470-3584
Phone; 973-694-0600 Fax 973-872-1003
NCIC NJ 0161400

Jack McNiff
Chief of Police

Wayne Police Department Juvenile Offender Worksheet

Merchants/Retailers,

The Wayne Police department is implementing a juvenile offender worksheet to assist you with prosecuting juvenile shoplifters. The worksheet allows you "the merchant" to document a juvenile shoplifting incident and gather the necessary information that is needed to prosecute for the delinquent act. Once the information is obtained and verified, the parent/guardian can be contacted and the juvenile can be released from the store as per your store policy. You will then contact the Detective Bureau and set up an appointment with the specialist juvenile detective to file the appropriate complaint.

The Juvenile Offender Worksheet will aid in minimizing the adverse impact juvenile shoplifting has on staffing in commercial businesses. **Your employees can remain on site when after an incident occurs allowing you to file the juvenile complaint at a time that is more convenient for the business.** This will give small businesses and large retailers the ability to maintain their staffing levels and still prosecute for the juvenile shoplifting while remaining open for business.

The Worksheet is available to retailers on the Township Website (www.waynetownship.com) under the Police section, or simply by contacting the Wayne Police Communications or our Detective Bureau. The Police Department is available for consultation regarding the offense and will assist you with ensuring the paperwork is accurately completed.

The store can always contact the Wayne Police Department if they deem it necessary for a uniformed police response such as the juvenile is violent, a danger to himself/herself or you are unable to positively confirm the juvenile's identity. The responding officer can determine if it is necessary to take the juvenile into custody or assist you with the completion of the worksheet allowing you to file a complaint at a later time.

The Wayne Police remain dedicated to providing the highest level of support and service to our residents and merchants, we look forward to working with our partners in our community in providing an environment that is safe and secure.

If you have any questions regarding the Worksheet please contact the Wayne Police Detective Bureau at 973-633-3530. The Wayne Police Dept. Communications Bureau non-emergency phone number is 973-694-0600.

WAYNE TOWNSHIP POLICE DEPARTMENT
475 VALLEY ROAD
WAYNE, N.J. 07470



JUVENILE OFFENDER WORK SHEET

PAGE 1 OF 3

CASE # _____

<u>NAME:</u> (LAST) (FIRST) (M.I.)					<u>PHONE NUMBER:</u>				
<u>MAILING ADDRESS:</u>									
<u>D.O.B</u>	<u>PLACE OF BIRTH</u>	<u>AGE</u>	<u>SEX</u>	<u>RACE</u>	<u>HGT.</u>	<u>WGT.</u>	<u>HAIR</u>	<u>EYES</u>	<u>AKA:</u>
<u>EMPLOYER/SCHOOL:</u>				<u>S.S. #:</u>			<u>D.L.#:</u>		
<u>MOTHER'S NAME:</u>				<u>HOME PHONE:</u>			<u>WORK PHONE:</u>		
<u>MAILING ADDRESS:</u>									
<u>FATHER'S NAME:</u>				<u>HOME PHONE#:</u>			<u>WORK PHONE:</u>		
<u>MAILING ADDRESS:</u>									

INCIDENT DETAILS

<u>DATE:</u>	<u>TIME:</u>	<u>LOCATION:</u>	<u>CHARGE:</u>
<u>VICTIM:</u>			<u>PHONE:</u>
<u>MAILING ADDRESS:</u>			
<u>COMPLAINANT:</u>			<u>TITLE:</u>
<u>WITNESS 1:</u>		<u>WITNESS 2:</u>	

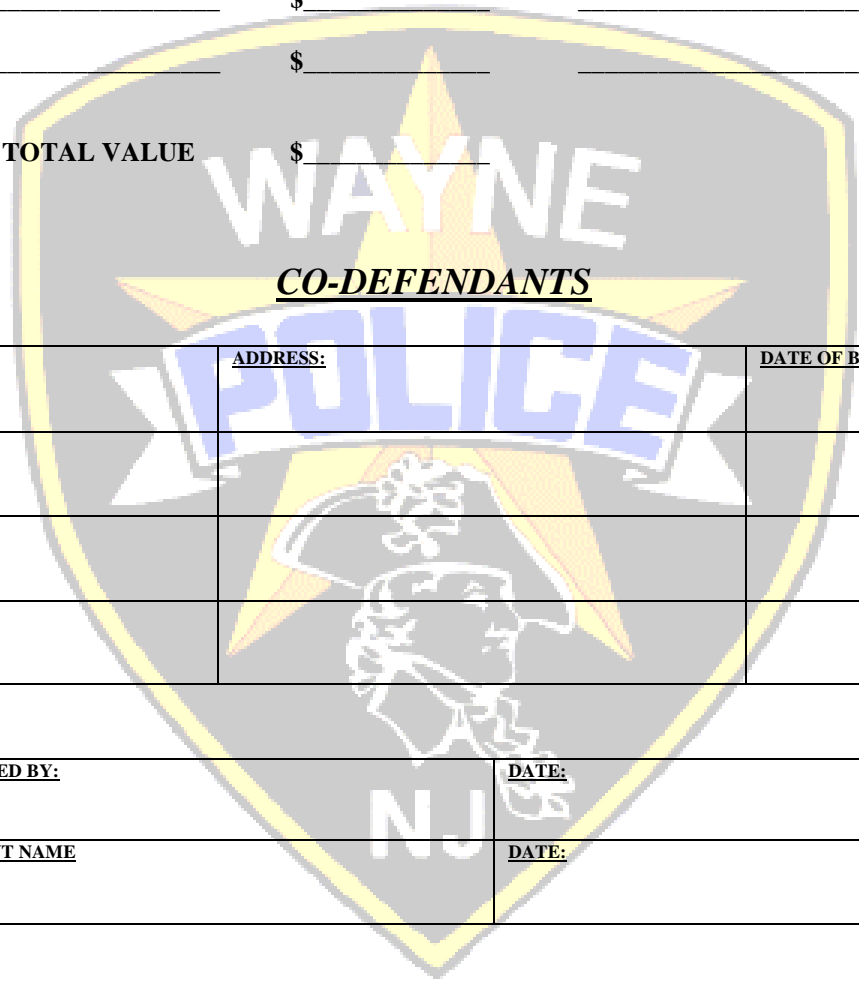
JUVENILE OFFENDER WORK SHEET

PAGE 2 OF 3

CASE # _____

<u>PROPERTY STOLEN/DAMAGED</u>	<u>VALUE</u>	<u>RETAINED AT/RELEASED TO</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

TOTAL VALUE \$ _____



CO-DEFENDANTS

<u>NAME:</u>	<u>ADDRESS:</u>	<u>DATE OF BIRTH:</u>	<u>TELEPHONE:</u>

<u>PARENT/GUARDIAN CONTACTED BY:</u>	<u>DATE:</u>	<u>TIME:</u>
<u>JUVENILE RELEASED TO: PRINT NAME</u>	<u>DATE:</u>	<u>TIME:</u>
<u>SIGNATURE OF ABOVE</u>		

<u>SECURITY/LOSS PREVENTION OFFICER</u>	<u>SIGNATURE:</u>
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