



CONCORD POLICE DEPARTMENT
DIFFERENTIAL POLICE RESPONSE
MERCHANT REPORT-SUSPECT RELEASE CHECKLIST

Before you release the suspect and file your report please *review* this final checklist.

Prior to releasing the suspect:

- Take **two** photos of the suspect, (one for your records and one for CPD).
- Take **two** photos of the stolen/recovered property, (one for your records, one for CPD).
- Make a photocopy of the suspect's identification for each copy of the report.
- Obtain the suspect's right thumb print on the Arrest face sheet and have the suspect sign verifying that the thumb print is his/hers.
- Have the suspect read and sign the Acknowledgment of the Arrest and Release form.
- Provide the suspect with the **white copy** of the Acknowledgment of the Arrest and Release form.

Submit the entire report package to the Concord Police Department Community Service Desk within 24 hours. Any corrections or additional follow-up that is needed on the report must be completed and returned to CPD within 5 days.

The complete report package that you submit to CPD must contain:

- One **original Merchant Report Checklist.**
- One yellow copy of the signed, Arrest and Release form.
- One **original** Merchant Report Face Sheet. This has the right thumb print and signatures on one side. The backside contains the Property Report.
- The original Narrative Sheet(s).
- One photocopy of the ID.
- One suspect photo.
- One photo of the stolen/recovered property.