



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 114F

Effective Date 01/25/2024

Policy Name Petit Larceny From Retailer/Wholesaler

Approved Date 01/25/2024

Approved by *Wendell Franklin, Chief of Police*

Previous Date 06/17/2010

PURPOSE OF CHANGE:

To update CIC location.

POLICY:

When officers are confronted with a Petit Larceny of Merchandise From Retailer Or Wholesaler violation, they have the option of issuing a citation in lieu of an arrest unless it is an adult violator's second or subsequent offense. Juvenile violators may be written citations on subsequent offenses.

SUMMARY: Procedures for issuing Petit Larceny citations.

APPLIES TO: All sworn personnel

DEFINITIONS:

COMMUNITY INTERVENTION CENTER (CIC) – a 24-hour juvenile processing and intervention center for youths arrested or cited for criminal code violations other than youthful offender crimes. The CIC is located at 500 W. Archer St.

PROCEDURES:

1. Conduct a brief background investigation to determine if the violator should be issued a citation and released (as outlined in Policy 114B, *Violations of Criminal Ordinances*).
2. Complete the citation, listing the arresting employee and any other witnesses in the WITNESS SECTION of the citation. Include addresses and telephone numbers.
3. Have the complainant sign and swear to the citation below the space marked INFORMATION CONTINUATION on the backside of the citation.
4. The issuing officer will then complete the date section and sign on the space marked ISSUING LAW ENFORCEMENT OFFICER. Book the citation to court.
5. Complete an Incident Report. Include the citation number, violator's name, DOB, and address in the narrative section. Attach the hard copy of the citation to the *Incident Report*.
6. Complete a *Property Supplemental* and indicate that the merchandise was retained by the store.
7. A suspect's finger print is not required for Petit Larceny. If an officer questions a suspect's true identity, a finger print may be taken. Place the violator's right index finger print on a *Narrative Supplemental Report*. If the right index finger cannot be printed, use the left index finger.
8. If any finger other than the right index is printed, indicate next to the print which finger was printed. Do not place

scotch tape over the print to preserve it. This makes it difficult for the Laboratory Latent Print Examiner to identify the print.

9. Juvenile violators will be handled the same as adults with the following exceptions:
 - a. If the juvenile violation occurs within the Tulsa City limits and within Tulsa County, book the citation to the Juvenile Bureau of District Court (JBDC). Complete the Tulsa County Promise To Appear form and set a court date, as described in Policy 114C, *Juvenile Violators*. If the juvenile is transported to CIC, CIC personnel will complete the Tulsa County Promise To Appear form.
 - b. It is recommended that juveniles cited for petit larceny from retailer/wholesaler be released to a parent or guardian. If a parent or guardian cannot be contacted or cannot respond in a timely manner, juveniles may be cited and transported home or transported to CIC.
 - c. If the juvenile violation occurs within the Tulsa City limits, but within Osage County, the citation will be assigned to Osage County's District Court. Complete the Osage County Promise To Appear form and set a court date, as described in Policy 114C, *Juvenile Violators*. Use Osage DA as the court designator.
 - d. If the juvenile violation occurs within the Tulsa City limits, but within Wagoner County, the citation will be assigned to Wagoner County's District Court. In the space provided for a court date, write WHEN NOTIFIED. Use Wagoner DA as the court designator.
10. Attach the hard copy of the citation to the *Incident Report*. When completing reports digitally, a records clerk will attach citations to TRACIS reports when they arrive at the Records Section.

REGULATIONS: None

REFERENCES:

27 T.R.O. 2003
114B, *Violation of Criminal Ordinances*
114C, *Juvenile Violators*
114D, *Fines and Court Schedule*
CALEA 1.2.6