



Police Department | David W. Bentrud, Chief of Police

GAS DRIVE OFF PROSECUTION PACKET CHECKLIST

In order to report a gas drive off to the Waite Park Police Department for investigation, the incident must meet the following criteria:

_____ Gas drive off was deemed to be intentional (overt acts such as laying pump down after fueling, covering license plates, etc.).

_____ Report documenting the following has been completed:

- Date and Time of Incident
- Full name and date of birth of employee that authorized the pump and/or witnessed event
- Vehicle description including license plate (if it was not covered)
- Suspect description
- Observations that show this incident was an intentional theft of fuel

_____ If video is available, it is prepared for the Officer to take as evidence.

_____ Transaction details are available (showing the amount of fuel and the specific dollar amount that was stolen)

Submitted by: _____

Phone Number: _____

Business Name: _____

Date: _____

Police Department Use Only

Received by: _____

Date: _____

Case Number: _____