

# Waupaca County Sheriff's Office Gas Drive-Off Form

## Instructions for Station Employees: Was this an intentional Criminal Act?

- No Credit Card swipe attempted on properly working Credit Card Reader at pump? (verified)
- Gas hose set on the ground to avoid detection/license plate removed from vehicle, etc.
- Person(s) told to stop, and did not/ran from the store/vehicle sped away, etc.
- Person(s) taking gas committed other illegal acts; retail theft, etc.

## ONLY IF THIS APPEARS TO BE INTENTIONAL-CALL FOR AN OFFICER: 715-258-4466.

(An unintentional Gas Drive-Off is a Civil Matter and cannot be handled by Police)

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## To be completed by employee for each incident:

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ am/pm

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## Vehicle description:

License plate: \_\_\_\_\_ State: \_\_\_\_\_ Approx. Year \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
2 Dr \_\_\_\_\_ 4dr \_\_\_\_\_ SUV: \_\_\_\_\_ Truck: \_\_\_\_\_ Direction of Travel: \_\_\_\_\_

## Driver Description:

Male \_\_\_\_\_ Female \_\_\_\_\_ Race: \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Number of Occupants \_\_\_\_\_  
Hair Length \_\_\_\_\_ Hair Color \_\_\_\_\_ Facial Hair \_\_\_\_\_  
Glasses \_\_\_\_\_ Clothing Description: \_\_\_\_\_

## Gasoline:

Dollar Amount \$ \_\_\_\_\_ Gallons: \_\_\_\_\_ Type: \_\_\_\_\_  
Pump Number \_\_\_\_\_

## Payment Attempt:

Swipe Card \_\_\_\_\_ Other purchases \_\_\_\_\_ Dollar Amount \_\_\_\_\_

## Incident Description:

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Required in Criminal Prosecution/Employee will testify in court if necessary)

**\*\*\*SAVE ANY SECURITY VIDEO AND RECEIPT FOR GASOLINE\*\*\***

## If there is no obvious Criminal Intent, this is a civil matter.

- Vehicle owner information cannot be given to you by Law Enforcement
- To legally obtain the vehicle's registered owner information, you must complete the **MV2896**, available from Wisconsin DOT (<http://www.dot.state.wi.us/drivers/forms/mv2896.pdf>)
- Law enforcement has no legal authority to collect money or order payment in any Civil Matter. The business may correspond with the registered owner of the vehicle in an attempt to collect payment for the gasoline or pursue civil action.

## Working with Station Operators to Prevent Thefts

- The Waupaca County Sheriff's Office prides itself on serving and protecting our community. One of the ways we accomplish our goals is by educating citizens and businesses in crime prevention practices. Ultimately, if we can remove the victim from a crime, there is NO crime.
- Incidents involving drivers pumping gas and leaving without paying are commonly referred to as "Gas Drive-offs." If done intentionally, they are illegal and need to be reported to the police. When it is a simple mistake, it is a civil matter to be resolved between the station and the consumer. But can illegal gas drive-offs be prevented or reduced? We believe they can. Here are some tips that can help make your business less likely to be targeted and victimized.
- **Unobstructed Windows** Retailers need customers to pay the bills, and a big way to get those customers is to advertise. However, by covering your windows with advertising, especially those overlooking the pumps, you may inadvertently invite gas drive-offs. A potential criminal should feel like they are being watched, and that can only happen if your employees can see them.
- **Enhanced Lighting** Lighting is one of the single best deterrents to criminal activity, and it may draw more customers to your business. Legitimate customers like well-lit areas that help them feel safe while doing business. Criminals do not! Enhanced lighting can potentially deter crime, while making it easier to identify license plates, vehicles, and people that commit crimes on your property.
- **Location of Registers** Employees need to see the crime to be able to report the crime and help in the investigation. Criminals do not want your employees to see them commit their crime. Registers that overlook the pumps help to deter criminal activity and will go a long way in helping employees gather the evidence the police need to solve the crime.
- **CCTV and Signs** Cameras are a great deterrent, and tremendously helpful when investigating thefts. If you have your customers on camera, let them know you are watching...thieves do not like that!
- **Pay Policies** You are the expert at running a gas station/convenience store. We only gain a limited view of your business through our interactions with you. We know in some parts of the country increasing gas drive-offs have led to policies that require customers to pay for gas before pumping. But we also know that those policies have a direct impact on customer relations and income. It may be that you have certain pumps that are hard to keep an eye on, or those that are the most frequent targets of gas drive-offs. Please consider the use of pay-at-the-pump procedures for those trouble spots.

Ultimately, only you can decide if those kinds of policies make good sense for your business.