

GAS DRIVE – OFF REPORT

Shawano County Sheriff's Office

Instructions

Was this gas drive-off an Intentional Act?

- No credit card swipe attempted on a 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.

If this appears to be an **unintentional act** it is a civil matter and cannot be handled by law enforcement – Go to Section A

If this appears to be an **intentional act** – Go to Section B

Section A

CIVIL MATTER: No obvious Criminal Intent

- Vehicle information cannot be given to you by law enforcement.
- To legally obtain the vehicle's registered owner information, you must go to the Wisconsin DOT website at: [Wisconsin DMV Official Government Site - Obtain veh or driver record info.](#) and complete an MV2896 form.
- Mail the completed MV2896 form to the Wisconsin DOT at the address on the form along with a \$5 fee. 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 gasoline or pursue Civil Action.

Section B

CRIMINAL MATTER: Criminal Intent

- Complete the Theft of Fuel Report. (If unable to provide a license plate number or adequate descriptions, no theft of fuel report will be taken; however, any other illegal acts may be pursued).
- Save any surveillance video of the incident.
- The employee who witnessed the incident must agree to testify in court if necessary.

After all of the Section B criteria is met, call the Shawano Sheriff's Office at 715-526-3111 and request a deputy. The deputy will take the report and determine the appropriate action.

This procedure has the approval of the Tigerton, Bonduel, and Stockbridge-Munsee Police Departments.

THEFT OF FUEL REPORT

Incident # _____
(Department use only)

Date: _____ Time: _____ Business: _____ Phone: _____
(mm/dd/yy) (am/pm)

Address: _____ Township: _____
(street) (city/village) (state) (zip)

Reporting party: _____ Home Phone: _____
(first) (MI) (last) (DOB)

Home Address: _____
(street) (city/village) (state) (zip)

Suspect Vehicle

License Plate: _____ State: _____ Color(s): _____ / _____ Make: _____ Model: _____

Approx. Year: _____ Vehicle Type: _____ Direction of Travel: _____
(2dr, 4dr, SUV, pickup) (direction & what road or highway)

Driver Description

Male/Female: _____ Height: _____ Weight: _____ Hair: _____ Facial Hair: _____ Glasses: _____
(M/F) (length & color) (Y/N) (Y/N)

Clothing: _____ Other Descriptors: _____
(Ethnicity, tattoos, hat, etc.)

Vehicle Occupants

How Many: _____ Description: _____

Incident Report

Video Available? _____ Unpaid Amount: _____ Gallons: _____ Fuel Type: _____ Pump #: _____
(Y/N)

Detail Intentional Acts: _____

*****SAVE ANY VIDEO and the RECEIPT for the GASOLINE*****

Was the customer/driver given permission to leave without making payment or were any arrangements made to return at a later time to pay? _____ (Y/N)

I, the owner/attendant, was on duty at the business, location, date & time specified above and am authorized to file a report of theft with law enforcement. The vehicle and driver described above left the business after fueling and without making payment. The information contained on this document is true and accurate to the best of my knowledge.

Signature: _____ Date: _____