

GAS DRIVE-OFF FORM

Door County Sheriff's Office

INSTRUCTIONS FOR STATION EMPLOYEES

Was this Gas Drive-Off 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: (920) 746-2400

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

TO BE COMPLETED BY EMPLOYEE FOR EACH INCIDENT

Date: _____ **Time of Incident:** _____ **AM / PM**

Vehicle Description:

License Plate State Approx. Year Make Model 2DR/4DR/SUV/TRK Color

Driver Description:

Male/Female Race Height/Weight Hair: Length - Color Facial Hair Glasses Clothing

Gasoline:

\$ Amount Gallons Type

Pump #

Payment

Attempt:

Swiped Card/Other Purchases - \$ Amount

Incident Description (If intentional act; detail reasons):

***Save any Security Video and Receipt for the Gasoline**

Employee signature: _____

Date: _____

Required in Criminal Prosecution/Employee will Testify in Court if Necessary

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 WI DOT (<http://www.dot.state.wi.us/drivers/forms/mv2896.pdf>).
- Mail the MV2896 to the Wisconsin D.O.T. at the address on the form along with the \$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 the gasoline or pursue Civil Action.