



Robbery Prevention for Business

Be Observant!

Employees and employers should remain alert and observant at all times.

➤ Things to watch for:

- Suspicious persons/vehicles around the business, especially at opening/closing times.
- People wearing inappropriate clothing for the weather, such as heavy coats during warm weather.
- Try to have at least two employees open/close the business, especially at evening/night.
- Try to use the most visible entrance to the business; avoid secluded entrances when opening/closing the business.

➤ Robbery Prevention Checklist

Have a plan. Have regular safety meetings to develop and discuss your plan, so it becomes second nature to you.

Some of the elements of a good plan include:

- ✓ Employee demeanor during a robbery (do not resist)
- ✓ How to notify the police, 9-1-1 for an emergency and 832.595.3700 for nonemergency
- ✓ An escape route
- ✓ How to obtain a suspect/vehicle description and license plate number
- ✓ Mark the edge of the main doorway with measuring tape to obtain a more accurate height of the robber.
- ✓ Prearranged signals between employees
- ✓ How to activate alarms and knowing when NOT to activate an alarm
- ✓ Mentally reviewing as often as possible the actions you must perform in case of emergency



➤ Physical Deterrents

- Always keep the inside of your business well lit, especially the entrances/exits.
- Do NOT block windows. Cash register should be visible from outside the store. A clear view of the register from the street/parking lot assists police officers to see inside as they patrol the area.
- Keep cash at a minimum, and post notices in the doorway of this fact.
- Consider installation of video cameras/alarm systems; periodically test video surveillance equipment to verify it is working.

➤ Bank Deposit Procedures

- Try not to carry cash out of your business alone; if possible, take someone with you.
- Do not advertise that you are carrying the bank deposit bag. Disguise the bank bag inside a nondescript backpack/paper sack.
- Avoid wearing name tags or clothing advertising your business when making deposits.
- Make deposits during the daylight hours. Vary times of cash deposits/withdrawals.
- Go directly to the bank and do NOT stop along the way. Vary routes if possible.
- Stay alert to your surroundings. Carry a working cell phone with you, have it on and ready to call police if necessary.
- Do not carry cash in the same bag with other important items (business documents, checks, receipts, etc.).
- Consider keeping rolls of coins separate from large bills.
- Consider carrying a duplicate dummy cash bag that is identical in size, shape and weight to your cash bag.



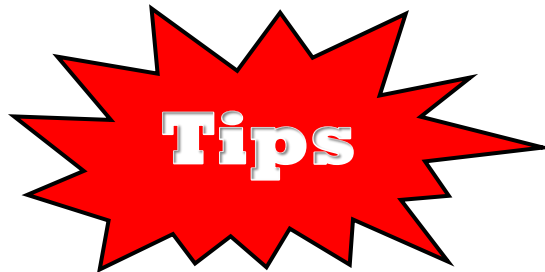
**Officer Michael Bradley, 832.309.1161, Crime Prevention Unit
Rosenberg Police Department**



Distinction Through Exceptional Policing

➤ **Stay Alert at the Bank & Trust Your Instincts**

- If you see suspicious people loitering near you or your vehicle, do not approach or confront them.
- Report any suspicious activity to the police.
- Park as close to the bank as possible. Keep doors locked and windows rolled up, with your keys handy so you can enter your car as quickly as possible.



During the Robbery:	After the Robbery:
<ul style="list-style-type: none"> • REMAIN CALM. DO NOT RESIST. • Do not try to be a hero. Take no action that would jeopardize your own safety. Follow the robber's directions, but do not volunteer more than he asks for. Advise the robber of any unusual moves you must make. Assure him you will cooperate. • If the robber used a holdup note, try to retain it, and handle it as little as possible. • If possible, activate the alarm but only if you can do so safely without detection. Attempt to alert other employees by use of prearranged signals, but only if safe to do so. • MAKE MENTAL NOTES: Make a note of the robber's race, age, height, gender, clothing, complexion, color of hair and eyes, etc. Note anything unusual about the robber, such as scars or tattoos. • Note the number of accomplices, how they left the premises, direction of travel, type and color of the car, and the license number. • Note type, size, and color of the weapon. • Watch where the robber puts his/her hands or whether he/she touches anything. Fingerprints might be left behind. 	<ul style="list-style-type: none"> • Call the police immediately after the robbery. • The person who calls the police should be able to stay on the phone if the dispatcher requests that he do so. • Lock all doors and ask all witnesses to remain until the officers arrive. • If a witness must leave, obtain his or her name, address and telephone number. • All witnesses should write down a description of all the suspects. Do not discuss the robbery or compare notes about the robber's appearance with anyone. • Protect the crime scene. Do not touch anything. • If you were given a note by the robber, handle it carefully. Hold it by the edges so that any fingerprints that may be on the paper will not be smeared. Put it in a safe place and keep it for the police. This is an important piece of evidence.

More Tips:

- Be aware that sometimes merchants are followed back to their businesses/homes by robbers. Certain safety precautions should be followed regarding vehicles and home safety.
- Do not always travel the same routes to and from work. Be observant and check often to see if you are followed.
- Know where police stations and fire stations are in your area. These locations are places of safety should you suspect that you are being followed.
- Write down the license plate number of any suspicious vehicles.



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