

PHYSICAL DESCRIPTION

Race	Sex	Age	Height	Weight	Build	Hair (color, length)	Eyes	Complexion (light, dark, etc.)	Face (pimples, pock marks, smooth, etc.)
Nose	Ears	Glasses (type, color, frame, etc. Mustache	Beard (type, length)	Scars or marks, mask or disguise (color, type)	Tattoos, birthmarks, jewelry, most distinguishing				
CLOTHING									
Hat	Shirt	Jacket	Raincoat	Shoes	Trousers	Suit	Overcoat	Tie	Other Clothing
MISCELLANEOUS									
Weapon (revolver, automatic, knife)					Speech (any accent)				
ADDITIONAL DATA									
License number			State		Make		Model		Color
			Year				Number, race, and sex of passengers		
Mannerisms (right or left-handed)									

Taking preventive steps is your best bet. Think Robbery Prevention until it becomes a way of life. If you are a robbery victim, remain as calm as you possibly can. When a police operator answers, say that you have been robbed and stay on the line. You will be connected with the police dispatcher who will want to know the following information to relay to the cars dispatched to the scene. **DO NOT HANG UP!**

QUESTIONS THE POLICE DISPATCHER WILL ASK YOU

1. Exact address and location of the robbery.
2. Has anyone been injured?
3. When did the robbery occur?
4. What weapon was used by the robber?
5. How did he/she leave? Mode of travel: On foot? Car? Other?
6. What direction did he/she go?
7. Description of vehicle: Color? Type? Make? License plate number?
8. Description of the robber: Race? Sex? Age? Height? Weight?
9. Description of clothing: Type? Color? Condition?
10. Description of money or articles taken.

IMPORTANT THINGS FOR VICTIMS TO DO

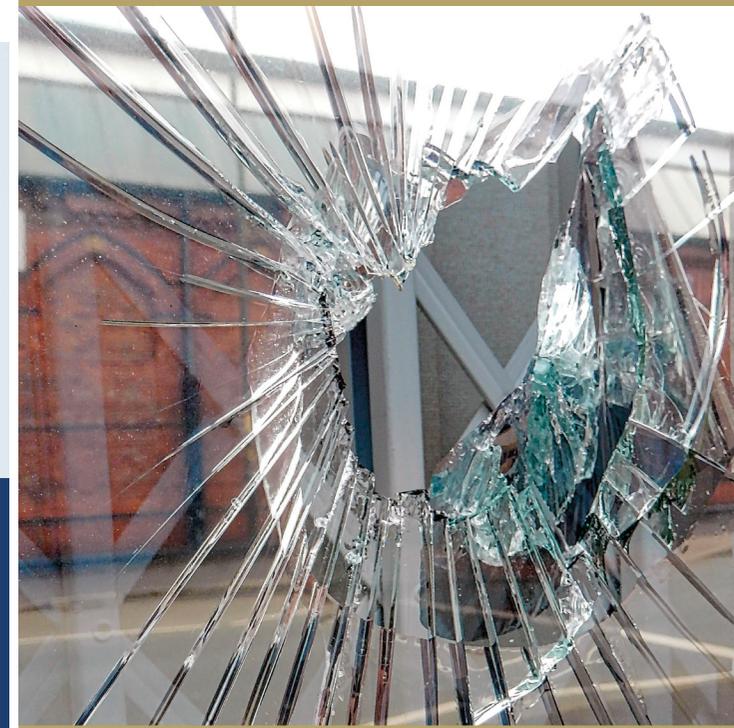
1. Remain calm! Do not resist! Robbers usually are excited and may be provoked easily or may be under the influence of drugs.
2. Observe the robber closely for outstanding features to remember him/her by.
3. Protect articles touched by the robber so fingerprints may be obtained.
4. Keep witnesses available for interview.
5. Do not trust your memory, jot down all information immediately.
6. Do not discuss the holdup with anyone until after you are questioned by police.
7. Cooperate with your police department, supply all facts, make positive identifications and prosecute the arrested criminals.

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HARRIS COUNTY SHERIFF'S OFFICE
Crime Prevention Unit



Robbery Prevention

HARRIS COUNTY
HC SO
 SHERIFF'S OFFICE

Community Engagement Division
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Robbery

Robbery is a violent crime. The robber always uses force. Far too often the victim is injured or killed.

How can you reduce the incidence of robbery? Train your employees! This is the most important factor in both robbery prevention and employee safety. Employees should be instructed in methods of handling money, how to recognize a suspicious person, how to stock merchandise in a manner which will not aid the robber, and most importantly, how to react if a robbery does occur.

HANDLING MONEY

- ★ Don't build up a large cash supply. Keep only enough money on hand to operate the business.
- ★ Make frequent deposits but do not establish a pattern of going to and from the bank at the same time each day, use alternate routes.
- ★ Do not carry your money in a bank bag. Allow two people to walk to the bank when possible.
- ★ Balance your register one or two hours before closing time. Place the cash register in a manner that can easily be viewed from the street. This will aid the police patrol officer, allow pedestrians to observe a robbery in progress, and may discourage the robber because of the likelihood of being seen.

OPENING AND CLOSING THE BUSINESS

- ★ Whenever possible, use two employees to open and close the business, leaving one employee outside to observe the other's activities. Use extreme caution when entering and leaving the store, look for anything suspicious, such as people milling in the area, or signs of forced entry to the building. When closing, always check the storeroom, stockroom, and other places where criminals might hide. If possible, park your vehicle close to the front exit of the store in a lighted area.
- ★ When returning to the business on an emergency call (burglar alarm, etc.) Always notify someone that you will be returning to the store. Ask the police to meet you there and never enter the store before the police arrive. If you must return to the store for repair problems, phone the repair company before leaving home. Verify all phone calls you receive after store hours before leaving your home.

INTERNAL SECURITY

- ★ Place the cash register close to the window and keep it well-lit all night. Do not block the view of the register with advertising posters, etc.
- ★ Keep merchandise stacked as low as possible and use aisle mirrors to maintain a good view of people in the store.
- ★ Do not allow people to mill in the store, read magazines or newspapers, etc. They should conduct their business and leave.
- ★ Do not leave tools or other such items lying around, they could be used as weapons against you.
- ★ Cash register trip alarms or foot button silent alarms are recommended for most types of businesses.
- ★ A camera, even a dummy camera, is a good investment. Fear of being recorded on film often deters a potential robber.
- ★ Accepting only cash or credit cards and depositing money in a drop safe is ideal and can be more practical than you may believe.
- ★ The use of bullet-resistant glass to protect the cashier is an excellent practice and may well save your life.
- ★ If you are robbed, remain as calm as you possibly can. Cooperate with the robber, but do not offer him more than he asks for.
- ★ Try to get a good description of the robber and the vehicle he uses to complete his/her escape and try to record the license plate number. Call the police immediately. Remember, the robber is just as scared as you are. By remaining calm and cautious of your actions, you will risk the least harm for yourself.

WALKING OR AT HOME

Many pedestrians and even people in their own homes are robbery victims.

- ★ Don't carry large sums of money with you and don't hide money around the house. When possible, carry traveler's or certified checks.
- ★ Always walk in well-lit areas, even if it means taking the "long way" and using routes that are well-traveled.
- ★ Walk with a companion whenever possible and continually observe who is around you.

Never open the door of your home to a stranger. If someone asks for assistance, offer to call someone for them.

- ★ **KNOW WHO IS ON THE OTHER SIDE OF THE DOOR BEFORE YOU OPEN IT!**
- ★ **KEEP ALL DOORS LOCKED EVEN WHEN YOU ARE AT HOME!**
- ★ **NEVER TELL A STRANGER OR A TELEPHONE CALLER THAT YOU ARE HOME ALONE!**

When driving keep all doors locked and travel on busy streets. Know the locations of hospitals, fire stations, and police stations. If someone follows you, don't go home. Stop at a safe location and call the police or drive to a police or fire station, a hospital or all-night restaurant, etc.

Your best protection is prevention. Know your surroundings, who you are with, and where your closest help is located.

Think awareness, **THINK CRIME PREVENTION!** IF YOU ARE ROBBED CALL IMMEDIATELY!

*Don't try to be a hero.
Money can be replaced, life can not!*



For more information, contact :
Community Engagement Division
346-286-3125