



# ROBBERY PROCEDURE

- (1) Follow instructions, do not take unnecessary chances, co-operate but do not volunteer additional funds or information.
- (2) Activate the silent alarm/911.
- (3) Retain any “NOTE” used by the robber – do not re-handle – some paper retains fingerprints.
- (4) Take particular note of anything that might assist in identifying the culprit:
  - (a) Physical description
  - (b) Clothing
  - (c) Weapon
  - (d) Speech – words used – mannerism, etc.
- (5) Note direction of escape route, means of escape, on foot, use of vehicle, accomplices – including description of vehicle, license number if possible.
- (6) Ensure that hold-up area is secured and left undisturbed by staff/patrons, until arrival of police.
- (7) Ask all employees and customers to remain on the premises until the arrival of the police and/or obtain the name, address and telephone number of all witnesses.
- (8) The description form should be distributed to all those who were in a position to observe what took place.

## BREAK - IN PROCEDURES

- (1) Notify your local Police Service Via Complaint Line #421-3456.
- (2) If the crime is in progress call 911 - Do not enter premises.
- (3) Do not disturb anything that may have been handled by the thief.

FOR ADDITIONAL INFORMATION CALL  
EDMONTON POLICE SERVICE  
CRIME PREVENTION SECTION - 421-3475