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/call your local R.C.M.P. detachment - Phone # _____ .

(3) Retain any "NOTE" used by the perpetrator – do not re-handle – some paper retains fingerprints.

(4) Take particular note of anything that might assist in identifying the perpetrator:

(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 R.C.M.P. deachment.

(2) If the crime is in progress call your local R.C.M.P. detachment - Phone # _____ . Do not enter premises.

(3) Do not disturb anything that may have been handled by the burglar.

FOR ADDITIONAL INFORMATION CALL
LOCAL R.C.M.P. DETACHMENT
PHONE NO: # _____

FORM GPS/6605 (2008 - May)