



# Chicago Police Department

Preventive Programs Section

3510 S. Michigan Ave.

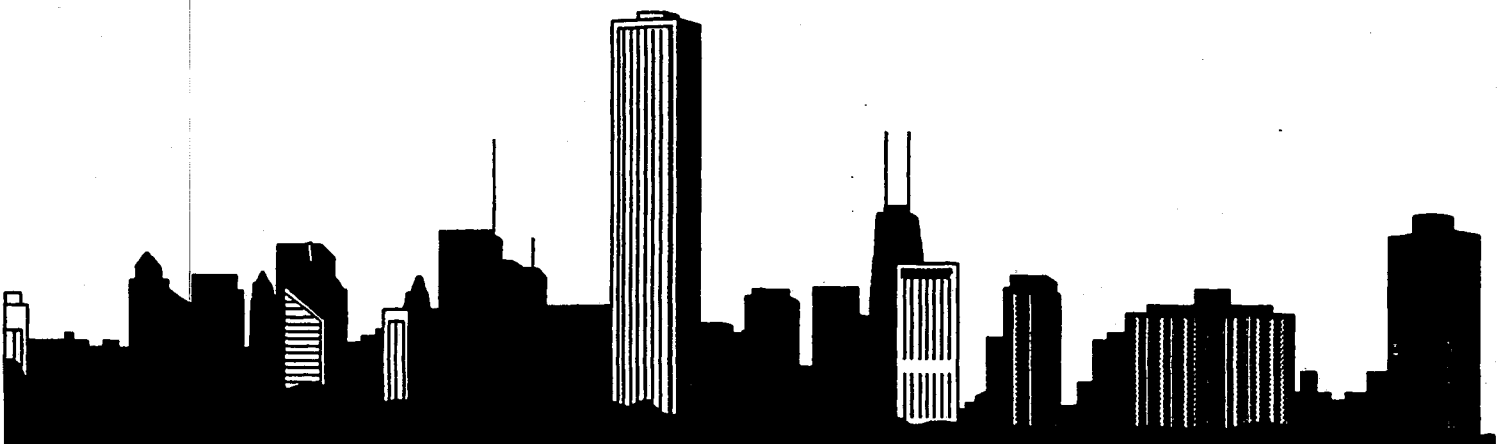
Chicago, Illinois 60653

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Information about  
the crime of

# ROBBERY



## **ROBBERY**

Robberies will often occur because the businessman has made it easy and convenient for the robber because of poor house keeping, poor cash-handling methods, and a general lack of planning toward the possibility of robbery. While it is impossible to eliminate robberies completely, it is the businessman's responsibility to deter the would be robber as much as possible through good operational practices.

### **CRIME DETERRENT SUGGESTIONS FOR YOUR BUSINESS**

1. Keep cash handling (exposure) to a minimum and make bank deposits as often as possible, but not on a predictably routine basis.

When going to your bank:

- A. Go directly to the bank.
- B. Conceal the money if possible.
- C. Don't leave deposits or withdrawals unattended in an auto.
- D. Try not to go to the bank alone.
- E. Vary the time and routine of bank trips.
- F. If your money and checks are picked up by armored car employees, call the company for verification before handing over the money.

2. Keep your business interior, front and rear entrances well illuminated.

3. Keep advertisement and merchandise out of the windows as much as possible to permit a clear view into the building.

4. Keep rear and/or side doors locked at all times.

5. Maintain a record of decoy currency (bait money) to be given to a robber. (Denomination and serial numbers)

6. Don't open a place of business before or after *regular* business hours, as nearly as possible.

7. Avoid routine procedures that can be observed and used to the advantage of would-be robbers. Never discuss your business layout and daily routine operations with anyone (such as location of keys, safe combination, money reserve, personal information, etc.).

8. Call the police to verify any request received to open the place of business after regular hours. Also, don't post any emergency (owner/manager contact) phone numbers by doors, windows, or on any conspicuous area which could be used against you.
9. Keep checks separate from cash, even when making the bank deposit.
10. Do not keep large sums in the cash register or where it may be exposed to the view of others.
11. Beware of Till Tapping; the procedure whereby one person distracts the attention of the cashier, while an accomplice steals from the cash register.
12. Be sure all employees know how to activate the alarm system, and have a basic knowledge of its operation. Use the "buddy system" by installing an alarm or buzzer to notify your next door neighbor in case of a robbery or other type of an emergency.

#### **PHYSICAL DESCRIPTION SUGGESTIONS**

13. Install height markers (like tape, lines, notches, etc.), at various heights on door frames to identify approximate heights.
14. Practice identification and descriptions of persons with co-workers. A precise description of an offender(s) is of absolute importance to assist in apprehension. Race, age, height, facial and peculiar characteristics, complexion, hair, eyes, clothing worn, (head to foot), speech (what exactly did he say?, etc.) marks, scars, deformities, accomplices, how escaped, describe the auto used (color, model, plate, dents, how many doors), weapon used are some of the questions police will ask..
15. If more than one robber is involved, study the nearest one. Don't try to observe all in detail.
16. Comparison of the robber with someone the victim knows aids in recalling details.

#### **WHAT TO DO IF A ROBBERY OCCURS**

17. Should a robbery occur, take no action which would jeopardize personal safety, and don't "hold out" on the bandit.

18. When activating any type of alarm, try to be as inconspicuous as possible. Any unnatural movement on your part could be dangerous.

19. Attempt to alert other employees by use of prearranged signals.

20. Try to maintain possession of the hold-up note, if one is used, and handle it as little as possible.

### **WHAT TO DO AFTER A ROBBERY**

21. Always have robbery and other emergency type activity (medical, fire, etc.) plans to know who is to do what. Each employee should know what to do in emergency situations.

22. Notify the police as soon as robbers leave, giving the exact time they left, and as much information as possible (descriptions, direction robber headed, etc.).

23. Protect the scene of the crime and stop others from disturbing the premises or touching anything.

24. If possible, hold all witnesses until police arrive, or at least record their names, addresses and phone numbers.

25. Don't trust anything to memory; jot down all information immediately.

26. Don't discuss the hold-up or exchange information with anyone until questioned by the police.

27. Have emergency phone numbers (police and fire, dial 9 1 1) updated and posted at strategic locations for everybody's benefit.

28. Have ongoing crime prevention programs for employee awareness. For further information call the Chicago Police Department, Preventive Programs Section office at (312) 745-5835 or 745-5838.