

## Procedures During A Robbery

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- ✓ **Proper employee training of the procedures to follow during a robbery is vital to surviving the confrontation.** Conduct documented training and discussion periods so that every employee knows their part and has an opportunity to ask questions. A few minutes of brief review on a regular basis will help to ensure the proper reaction in case of a robbery. The main consideration in dealing with a robbery is to reduce the possibility of injury.
- ✓ **If you are able to activate an alarm or dial 9-1-1 safely, do so,** even before a robber enters the bank (takeover robbery).
- ✓ **Do not resist the robber.** Take no action that would jeopardize the safety of personnel or customers. Follow the robber's commands, but do not volunteer to help.
- ✓ **Try to inform the robber of anything that might surprise them** - for example, if someone is expected back soon, or if you must reach or move in any way that may startle the robber.
- ✓ **If the robber displays a firearm or claims to have one, consider it loaded and that they would use it.**
- ✓ **Be a good observer.** Try to remember the face, clothing and any distinguishing characteristics about the robber. Call 9-1-1 when safe to do so.

## Procedures After A Robbery

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**Designate employees to quickly take action,** performing a number of important duties after a robbery occurs:

- ✓ **Call 9-1-1 immediately.** Try to have the employee with the most information talk to the police department.
- ✓ **Secure the doors to the business and keep all witnesses there until the police arrive.**
- ✓ **Seek any witnesses who saw a getaway car and quickly give a good description and direction of flight.**
- ✓ **Secure the crime scenes throughout the business.** Wherever the suspect was is considered an important crime scene area.
- ✓ **All witnesses should give police an accurate description.** Write down what you observed, if possible. Do not compare notes or change what you remember about the crime or descriptions. Tell the police exactly what you observed.
- ✓ **Describe the weapon used if there was one.**
- ✓ **Be prepared to give police any video recordings of the crime if you have surveillance at your business.**

**Call 911**

## Suspect Description

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**Sex • Race • Age**

**Hair ♦ Eyes**

**Height ♦ Weight**

**Glasses • Hat (color & type)**

**Coat • Shirt • Pants • Shoes**

**Tattoos • Scars/Marks**

**Use**

**SUSPECT/SUSPICIOUS**

**PERSON FORM**

## Vehicle Description

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**License Plate • State • Make**



**Color • Body Style • Year • Age**

## Help Us Help You

Upon request, a member of the police department will come to your bank or business, conduct a security survey, and explain what information the Salina Police Department needs from your staff when victimized by a robber, as well as what the employees can expect from the police department.

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# Robbery Prevention For Banks And Businesses

For more information contact:

**The Salina Police  
Department**

**Crime Prevention Unit**

at



**785-826-7210**

# Robbery Prevention

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**Banks and businesses must realistically face the** possibility of robbery and should give security training a high priority. Employees should be trained in the latest methods of robbery prevention, which will improve safety and their ability to provide information that could help in the apprehension of the criminal. In addition, this preparation can lessen the emotional aftereffect of an armed robbery.

**Opening and closing procedures** should be established to include the following:

- ✓ **Have several employees present** when opening and closing the business.
- ✓ **Inspect the business for forcible entry even before entering.**
- ✓ **One employee should search the premises** and then signal the other employees that it is safe to enter.
- ✓ **At closing, perform a walk through,** making certain no one is hiding inside the bank or business.
- ✓ **Lock the business with several employees standing by.** There is safety in numbers.
- ✓ **Proceed to your vehicle accompanied by other employees whenever possible.**

*“Your Safety Is Our Concern”*

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# Tips For Handling Cash

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**Keep a minimum of easily accessible cash on hand**—both in cash drawers and in the safe—particularly during evening hours of operation.

- ✓ **Use special quick deposit drop safes** to keep large bills and excess money out of the register.
- ✓ **Use signs in the business to let customers know there are no large amounts of money** in the registers.
- ✓ **Use a safe that requires more than one employee to open and remove daily receipts.**
- ✓ **Try not to open the cash safe too often.** Do not maintain more surplus cash in the business than absolutely necessary.
- ✓ **Always keep the money out of reach of the customers.**
- ✓ **Make sure employees do not display large amounts of money.** Store and count money in a secure area less visible and vulnerable than the check-out area. Bank teller station counters should be designed to keep cash out of sight.
- ✓ **Tellers should minimize their cash drawer.**
- ✓ **Vary your route and time during bank deposit runs.** Exercise caution when making bank deposits.

# Reduce Your Risk Of Robbery

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- ✓ **Maintain a well lighted business interior and exterior.** Do not allow any signs or displays to obstruct view through windows.
- ✓ **Train employees to maintain confidentiality** about the internal operations and procedures of the bank or business.
- ✓ **Make certain all employees know the address of the business, surrounding streets and hundred blocks in the area.** Also, they should be familiar with directions such as north, south, east and west, and how that relates to the exits, parking lot areas and streets.
- ✓ **Mark the edge of a doorway to identify height of a robber.**
- ✓ **Use security mechanisms such as elevated convex mirrors** strategically placed to give employees good vantage inside the business.
- ✓ **Secure the teller/cashier locations** by installing barriers, partitions, enclosures or counters.
- ✓ **Prominently display surveillance equipment** and maintain the cameras and video storage. Keep the video storage in a secure area.
- ✓ **All businesses should be alarmed during closed hours.** Also install robbery alarms, and call 9-1-1 as soon as safety allows if a robbery occurs.

- ✓ **Employees should be trained to watch for and report suspicious actions of people** inside and outside the premises. Call police immediately, but if suspects leave, write down the description and license of the vehicle.
- ✓ **Greet every customer entering the business and look directly at each person.**
- ✓ **Require employees to ask for identification from workers, repair people, guards and police officers** before permitting entry into secured areas of your business.

***More than one employee should be on duty at any given time.***

***You will significantly reduce your risk of robbery by having several employees working together.***