

PROCEDURES DURING THE ROBBERY

REMAIN CALM. Do exactly what the robber asks, no more or no less. Explain any movements or actions you make to the robber before you make them, so as not to cause panic.

ACTIVATE ALARM SYSTEM WHEN SAFE TO DO SO. Use bait money, dye packs, and "trip switches" as available in your facility.

DO NOT STALL OR ATTEMPT TO APPREHEND THE ROBBER(S). The sooner the robbers get what they came for, the sooner they leave your bank. Don't try to be a hero. Money can be replaced - YOU cannot.

PROCEDURES AFTER THE ROBBERY

NOTIFICATION: As soon as possible, but only when safe to do so, call 9-1-1 and then your bank manager, confirming that the robbery has occurred. Stay on the line with the 9-1-1 operator until they release you.

PRESERVATION OF EVIDENCE: Secure the area where the robbery occurred. Close and lock all doors and stop all business transactions. Keep customers and employees away from any physical evidence the robbers may have left behind: note, money, bag, clothing, fingerprints, footprints.

OBSERVATION: Have all employees record what they observed during the robbery. Try to keep customers in the bank until the deputy arrives. If not, get a name, address, and telephone number before the customer leaves.

IMPORTANT: Do not permit witnesses to discuss their observations amongst themselves. Have them write down what they remember about the robbery.



Contact Us

For more information on this and other department services, contact:

Pima County Sheriff's Department
Community Resources Unit
(520) 351-4615

or



Also visit our website for...

- Online crime reporting
- Local crime mapping
- Crime prevention tips
- and more....

Together we can make a difference.



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This project was supported with grant funds awarded by the

U.S. Department of Justice, Office of Justice Programs.

Rev. 05/2011



Pima County
Sheriff's Department

*Keeping the Peace and Serving the
Community Since 1865*

BANK ROBBERY

PREVENTION AND AWARENESS



Clarence W. Dupnik, Sheriff

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Tucson, Arizona 85714

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There are few crimes that are more frightening and potentially dangerous as BANK ROBBERY. During any given year the odds are 1 in 9 that a banking facility will fall victim to robbery. Customers and employees alike can become victims.

PREVENTION TECHNIQUES

1. Be alert for strangers and suspicious acting people in your bank. Even an amateur will "case" a bank prior to a robbery. Call 9-1-1 for any suspicious activity that you think may result in a robbery. If the person poses a threat in any way, call 9-1-1. A false alarm is no problem as long as it is the result of an alert employee.
2. Know and strictly follow your bank's opening and closing procedures. Know what to do when the routines are not followed. You should have emergency numbers, ie. 9-1-1, alarm company, and managers numbers, within reach at all times, not just at your work station.
3. Know where the alarm buttons are located. Practice reaching for alarms without detection so that during a real robbery, you can activate the alarm secretly.
4. Keep robbery kits up-to-date. All employees should know where the kits are located and how to use them. Height markers on exit doors should be visible from all work stations.

SUSPECT IDENTIFICATION CHART

PHYSICAL CHARACTERISTICS

Race: _____ Sex: _____

Height: _____ Weight: _____

Age: _____ Hair Color/Style: _____

Eye Color: _____ Scars/Marks/Tattoos: _____

Facial Hair: _____ Glasses: _____

Speech (accent, lisp): _____

CLOTHING

Hat: _____ Shirt: _____

Coat/Jacket: _____ Pants: _____

Shoes: _____ Other: _____

VEHICLE

Type: _____ Year: _____ Make: _____

Color: _____ Model: _____

Body Damage/Bumper Stickers: _____

Direction of Travel: _____

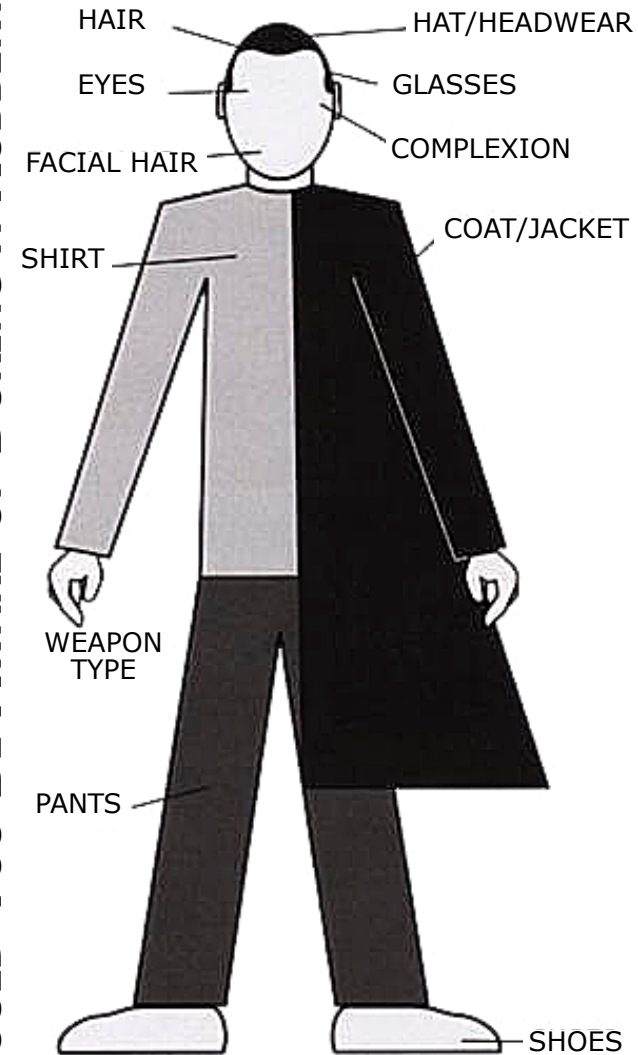
How Long Ago: _____

MOST COMMONLY USED



THE SUSPECT

WHAT SHOULD YOU BE AWARE OF DURING A ROBBERY?



WEAPON USED

Type: _____

Color: _____

Other: _____