

# GOODYEAR POLICE DEPARTMENT



ROBBERY KIT

## ROBBERY CARD

### Step 1 of 5

The silent robbery alarm is to be activated.

If it has not been done, do so now.

Pick up the telephone and call **9-1-1**.

Give your store's street address.

Tell the dispatcher, "I have just been robbed".

Stay on the line and answer questions from the dispatcher.



When instructions have been completed,

Turn to step 2 of 5 of the Robbery Kit.

## ROBBERY CARD

### Step 2 of 5

Lock the entrance door. If possible, try not to let any customers leave until the police have arrived. If a customer must leave, get his/her name address, home and work phone numbers.

Place the “We are closed temporarily due to an Emergency” sign on the door.



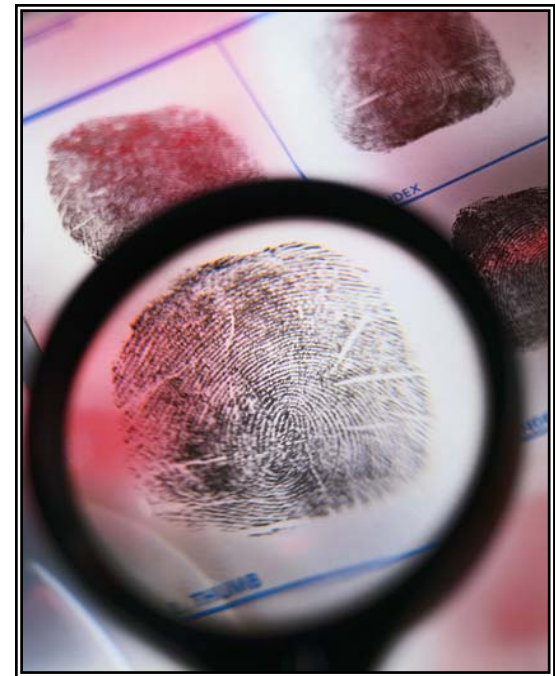
When instructions have been completed,

Turn to step 3 of 5 of the Robbery Kit.

## ROBBERY CARD

### Step 3 of 5

Preserve the crime scene. Make sure no one touches any glass, doors, fixtures, drawers, etc., which may have been touched by the robber(s), in order to preserve any finger prints.

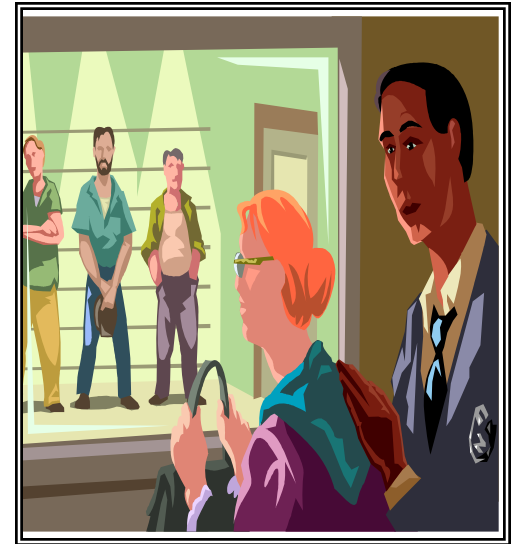


When instructions have been completed,  
Turn to step 4 of 5 of the Robbery Kit.

## ROBBERY CARD

### Step 4 of 5

Instruct all witnesses not to discuss or compare notes amongst each other or with anyone else. It is imperative that they only speak to the detectives investigating the incident.



When instructions have been completed,  
Turn to step 5 of 5 of the Robbery Kit.

## ROBBERY CARD

### Step 5 of 5

Refer all inquiries from the news media to the manager of the store. If asked for amount of the loss, by other than police, just state that you do not have that information. Don't give out names of employees or other witnesses. You could inadvertently place them in danger.

