



ROBBERY

PREVENTION

UNIVERSITY OF CALIFORNIA POLICE DEPARTMENT
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EMERGENCY: CALL 911

SUGGESTIONS FOR DISCOURAGING ROBBERY at WORK:

- Have the UCLA Police Department's Crime Prevention Unit conduct a crime prevention survey.
- Be aware of your environment.
- Avoid having one person work alone.
- Vary the schedule and route of your deposits so that a robber never knows when or where to expect you.
- Keep surplus cash out of the registers and in the safe or a secure location. Don't count money in public view.
- Keep "bait money" in a spare compartment of cash registers. The bait packet should be separated by face value as other bills. Keep a list of the serial numbers and series year numbers to give the police if you are robbed. (don't keep the list in the cash register.)
- Advertise your security alarm systems with signs in visible locations.
- Remain alert.

For more information on crime prevention, contact:

CRIME PREVENTION UNIT

UCLA Police Department

601 Westwood Plaza

Los Angeles, CA 90095

(310) 825-6111

www.ucpd.ucla.edu

"Working together to keep our community safe"

VIOLENCE PREVENTION PROCEDURES IN CASE OF ROBBERY

KEEP IT SHORT AND SMOOTH

- The longer the robber takes, the more nervous the robber becomes.
- Handle the entire procedure as if you were making a sale to a customer.

OBEY THE ROBBER'S ORDERS

- Robbers seldom hurt people who cooperate with them.
- Let the robber know that you intend to obey.
- If you are not sure of what the robber is telling you to do, ask.
- Keep calm and observe what the robber looks like and what he is wearing.

TELL THE ROBBER ABOUT ANY SURPRISES

- If you must reach for something or move in any way, tell the robber what to expect.
- If someone is in the back room or is expected in the store/office, tell the robber.

DON'T ARGUE WITH THE ROBBER

- Give him all the cash and merchandize.

- Once the robbery has started, it is too late for the robber to change his mind.

DON'T FIGHT THE ROBBER

- The money isn't worth the risk harm to you.
- Trying to attack an armed robber is foolhardy, not heroic.

DON'T CHASE OR FOLLOW THE ROBBER

- To chase the robber is to invite violence.
- The police could mistake you for one of the robbers.

ACTIVATE THE SILENT ROBBER ALARM

- If you can reach the silent alarm unnoticed, use it. Otherwise, wait and activate it as soon as the robber leaves.

AFTER THE ROBBER LEAVES. . .

- Dial 911.
- Stay on the telephone until they tell you they understand and have all the information they need.
- Fill in the robber description form while you are waiting for the police. Write down exactly what the robber said and list all "distinguishing" features.
- Protect the crime scene. Discontinue business until the police are finished. Don't touch any evidence.

SUSPECT DESCRIPTION

Sex	Race	Age
Height		
Weight		
Hair color/length		
Eyes		
Complexion		
Facial hair		
Glasses		
Tattoos/Scars/Marks		
Hat	Tie	
Shirt	Coat	
Pants	Shoes	Weapon
Other distinguishing features		
What did the suspect say?		