

RETAIL ROBBERY PROCEDURE CARD

1. Activate the alarm when it is safe.

2. Lock the doors.

3. Call (9-11) to report the robbery.

• _____ has been robbed.
(name of store)

• The address is _____

• City _____ Zip _____

• Phone number here is _____
(store phone number)

6. Complete your robbery description form. *(Next Page in this Book)*

7. Secure the crime scene.

Preserve fingerprints

Entrance and exit door

Register area

Video

7. Attend to customers/witnesses as they await officer's arrival.