# Kansas City Missouri Police Department



Robbery Kit

The silent robbery alarm is to be activated.

If it has not been done, do so now.

Pick up the telephone and call 911.

Give your store's street address.

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

Stay on the line and answer questions from the dispatcher.





Lock the entrance door. If possible, try not to let any customers leave or enter 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 entrance door.





Preserve the crime scene. Cover any glass, doors, fixtures, drawers, etc., which

may have been touched by the robber(s),

with a drop cloth in order to preserve fingerprints.



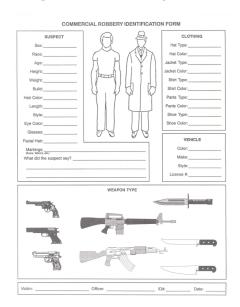


Distribute "Suspect Description" forms to anyone witnessing the robbery with

instructions that they are to complete it before

Discussing their observations with anyone else.

Fill in the blanks on the form and give them to police when they arrive.





Refer all inquiries from the news media to the manager of the store. If asked for amount of the loss, by anyone 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.



