

Robbery/Security Handouts
Tri-County Chapter Meeting
April 9, 2009



Record of Bait Money



DATE

CREDIT UNION

ADDRESS

Teller Station _____

Record *used* Federal Reserve Notes with non-consecutive serial numbers

Denomination	Bank of Issue	Series Year	Serial #

Bait money prepared and recorded by: _____
Signature
Title
Date

Witnessed and verified by: _____
Signature
Title
Date

Monthly Verification

Verified By	Date

Robbery Duty Card #1

1. Notify local police or sheriff _____
2. Notify F.B.I. _____
3. If someone is injured, notify _____

When notifying these agencies, tell them:

I want to report a credit union robbery.

This is _____, calling from _____

located at _____

(Give your name, the name of your credit union and the address and directions, if necessary.)

Our phone number is _____

The robbery occurred _____ (the time).

If known, give the description of the vehicle and direction of escape.

If known, give the description of the robbers.

Tell police/FBI if a weapon was observed or shot.

Directions:

Robbery Duty Card #2

1. Activate the alarm again even if you think it has already been activated.
2. Close and lock all outer doors immediately after robber(s) leave the credit union.
3. Place Closed sign on door.
4. Request all witnesses to remain inside the credit union until interviewed by the police and F.B.I.
5. Provide police/F.B.I. interview rooms with access to the telephone.
6. Allow only medical aid, police, F.B.I., and other credit union officers to enter the credit union—no one else.

Robbery Duty Card #3

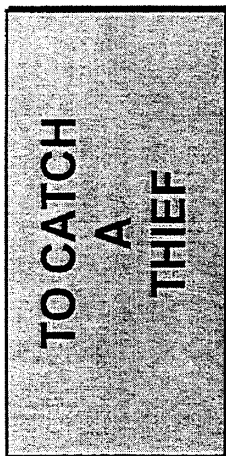
1. Assemble all personnel in a location not touched by robber(s).
2. Distribute robbery description forms and request all employees and members to complete the form independently. (If possible, isolate each person.) It is **IMPORTANT** that they do not discuss the robbery with anyone except the police/F.B.I.
3. Protect and isolate areas touched by robbers. Block and tape off each area touched by robber(s).
4. Insure that remaining currency and valuables are protected. Keep everyone away from the vault, safes, and teller line.
5. Isolate transactions prior to the robbery to identify members who may have seen suspicious activity or vehicles.

Robbery Duty Card #4

Administrative actions and responsibilities of manager or person in charge—to be completed after the robbery assignment cards have been distributed and emergency actions have been taken.

1. Keep everyone out of the areas entered or touched by the robbers until the police have concluded the crime scene investigation.
2. Safeguard witnesses and their identities. Advise them to give their names and addresses only to the police, F.B.I. and credit union officers.
3. Remove camera film when F.B.I. authorizes the removal.
4. Furnish police and F.B.I. with the list of bait money taken during the robbery.
5. Handle all news media inquiries courteously and do not release any information especially how much money was taken.
6. Suggest and encourage credit union personnel to telephone their families or home to advise that they are safe and well as soon as emergency communications and actions are concluded.
7. Reassemble and replace the Robbery Kit; replace bait money and film or videotape in cameras.

Robber Description Form



What did the robber look like?

That's one of the first things the police will want to know if you are ever held up. Amazing as it may seem, they usually get as many differing and even conflicting reports as there are witnesses to the robbery.

Here are a few simple rules to follow that can be an invaluable help to the police:

Stay Calm: The calmer you are, the less chance the robber will become excited and dangerous. The calmer you are, the more chance you will be able to get a reasonably complete and accurate description.

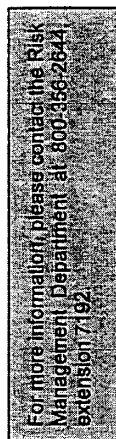
Be Systematic: Look the robber over from head to foot. Mentally note as many details as you can. Compare him/her with yourself. Is he/she taller, shorter, heavier, older...and so on.

Watch The Robber's Hands: If not wearing gloves, anything he/she touches might yield valuable fingerprints later.

Don't Compare Notes With Your Coworkers: This more often leads to confusion than it does clarification. Let the investigating officers "average" all the descriptions...they're trained for it.

WHAT DID THE ROBBER LOOK LIKE?

Robbers do not all look alike, drive the same vehicles, or leave the same impressions. Your memory can help lead to an arrest and conviction!



Risk Management



CUNA MUTUAL GROUP

CUMIS Insurance Society, Inc.

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241-CRM-263A (10/96)

DESCRIPTION OF ROBBER

Don't Trust Your Memory Too Long:
Fill in the blanks as soon as possible after the robbery. Don't guess. Describe only those items you are sure of. Keep this brochure nearby at all times...it can help you outline details vital to the police.

Date of Robbery _____

Time _____

Your Name _____

Phone _____

HEIGHT _____ WEIGHT _____

SEX: Male Female

BUILD: Small Medium Large

APPARENT AGE: _____ RACE: _____

HAIR COLOR/STYLE:

- Blonde Brown Black Red
 Long Short Bald
 Other _____

FACIAL HAIR:

- Beard Moustache Other

EYEBROWS:

- Bushy Thin High
 Low Over Eyes

NOSE:

- Small Large Long Short
 Broad Narrow

SHAPE OF FACE:

- Round Square Thin

GLASSES:

- Yes No Sunglasses
 Describe type of glasses or mask: _____

OTHER MARKS/CHARACTERISTICS:

Describe any scars, marks, jewelry, tattoos, birthmarks, deformities, manner of walking, nervous, calm, etc.

CLOTHING: Check items and describe.

- Suit _____
 Coat/Jacket _____
 Sweater _____
 Slacks _____
 Skirt or Dress _____
 Shirt or Blouse _____
 Tie _____
 Gloves _____
 Hat _____
 Shoes _____
 Other _____

Describe any jewelry such as a watch, ring, necklace, earring(s) the robber wore: _____

ACCENT:

- Local Eastern Southern
 Western Foreign
 Describe: _____

WEAPON:

- Yes No

Type of Weapon: _____

Describe Weapon: _____

ROBBERY DETAIL:

Did robber use note? Yes No

Did you retain note? Yes No

If you were unable to keep the note, what did it say? _____

If robber spoke, what did he/she say?

Did the robber have accomplice(s)?

- Yes No

ROBBER'S ESCAPE:

- Don't Know On Foot Car
 Other Vehicle _____

ESCAPE VEHICLE:

Make _____

Model _____

Color _____

Year _____

License # _____

State _____

of Passengers _____

Direction Taken _____

Robbery Kit Contents

Latex gloves (to protect evidence)
Mark off tape (to protect counters/floors for evidence)
Drop cloth (to protect counters/floors for evidence)
Baggies (large/small, secure evidence)
Closed sign (see sample below)
Robber Description form
Robbery Duty Cards (1 – 4)
Employee emergency contact list
Note pads/pens/pencils
Listing of “kit” contents

CLOSED

due to an emergency

We will reopen _____

Please use our branches/ATMs at:
(list branches/ATM locations)

We apologize for any inconvenience.

Thank you
(Name of Credit Union)

NOTES: