



Las Vegas Metropolitan Police Department Robbery Prevention Kit

WHAT YOU CAN DO TO REDUCE THE RISK OF BEING ROBBED!

Take the Initiative

You have a responsibility to yourself, your family, co-workers, and customers to ensure your workplace is safe and secure.

Report suspicious circumstances to the police

The Las Vegas Metropolitan Police Department is committed to reducing crime; however, we may not be aware of potential criminal activity that may be occurring in your business community. Since you are most familiar with what is typical or normal activity in your area, you have the opportunity to identify potential problems at the onset. Therefore, we encourage you to get involved and notify us of activity you believe to be out of the ordinary or suspicious. A site security survey can also be completed upon request by the business management.

Be Prepared

Education, prevention and training may prevent a robbery before it occurs. Take some simple steps to harden your business as a target against robbers.

Be a Good Neighbor

Communicate with neighboring businesses. You are part of a large community so by working together we can keep each other safe. Criminal activity in your community affects everyone. You can make a difference!

What Else Should I Know?

Crime prevention doesn't cost; it pays. There are no guarantees you will never be robbed. You will diminish your risks by implementing the strategies in this fact sheet.

The Risks of Doing Nothing are High

Just like any business strategy, you must implement and evaluate your plan frequently. The Las Vegas Metropolitan Police Department provides free site safety checks that will inform your business management staff concerning safety and prevention tips that are appropriate to your circumstances.

Robbery (**NRS 200.380**) in the state of Nevada is defined as the unlawful taking of personal property from the person of another, or in his presence, against his will, by means of force or violence or fear of injury, immediate or future, to his person or property, or the person or property of a member of his family, or of anyone in his company at the time of the robbery. A taking is by means of force or fear if force or fear is used. Robbery is a violent crime. This may include the use of a weapon. Robbers often watch for likely victims. Therefore, take measures to make your business less attractive to robbers. Keep in mind that robbers look for these elements: Surprise, Lack of Witnesses, and Cash on Hand. This means opportunity and availability to commit the crime. When you eliminate these, you may lessen the likelihood of the crime.

REDUCE YOUR RISK **PHYSICAL DETERRENENTS**

- Always keep the inside of your business well lighted, especially the entrances and exits. Keep window and counters clear. The cash register should be visible from outside the store. A clear view to the register from the street or parking lot assists police officers to see inside as they patrol the area. If the windows are blocked they can not see in.
- Use a drop safe. Keep very little cash in the register
- Display signs indicating employees do not have access to safe
- Be unpredictable about moving money from the store to the bank
- Keep doors to unauthorized areas locked
- Never REOPEN your business for anyone after you have closed
- Avoid working alone. If you must, keep a TV or radio playing in a back room to suggest someone else is present
- Use "Bait Money" and list serial and series numbers. Do not use these bills to make change

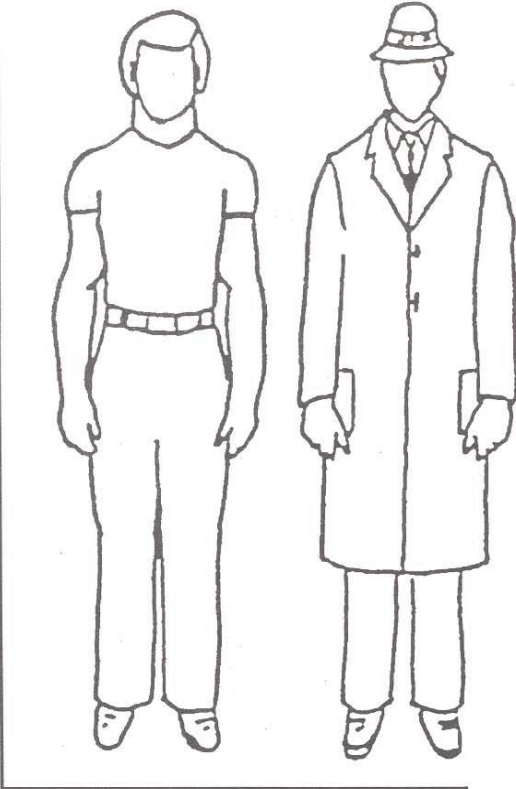
ROBBERY PREVENTION

- Know what is happening outside the store or place of business
- Record descriptions of suspicious persons or vehicles
- Be alert to your customers and surroundings, especially at opening and closing
- Greet all customers (make eye contact) as they enter the business
- Move away from the register when there are not customers at the sales counter
- Well-trained, highly visible security guards also seem to be a deterrent
- Place colored height marks at all exists
- Form an agreement with neighboring merchants to keep an eye on each other's businesses and watch for suspicious activities
- Install a holdup alarm video camera surveillance system with signs in visible locations
- Train your employees on what to do during a robbery and after a robbery
- Mark the edge of the main doorway with measuring tape. This will help in obtaining a more accurate height of the robber.
- Keep cash at a minimum, and post notices in the doorway of this fact.
- Periodically test video surveillance equipment to verify it is in proper working order.
- Consider the installation of video cameras or alarm system

COMMERCIAL ROBBERY IDENTIFICATION FORM

SUSPECT

Sex: _____
Race: _____
Age: _____
Height: _____
Weight: _____
Build: _____
Hair Color: _____
Length: _____
Style: _____
Eye Color: _____
Glasses: _____
Facial Hair: _____



CLOTHING

Hat Type: _____
Hat Color: _____
Jacket Type: _____
Jacket Color: _____
Shirt Type: _____
Shirt Color: _____
Pants Type: _____
Pants Color: _____
Shoe Type: _____
Shoe Color: _____

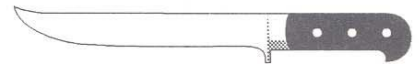
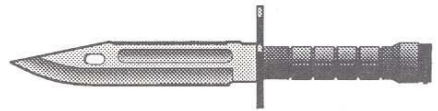
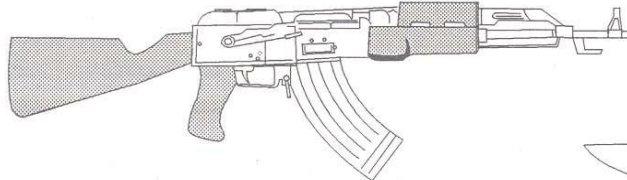
VEHICLE

Color: _____
Make: _____
Style: _____
License #: _____

Markings: _____
(Scars, Tattoo's, etc.)

What did the suspect say? _____

WEAPON TYPE



Victim: _____ Officer: _____ ID#: _____ Date: _____



LAS VEGAS METROPALITAN POLICE DEPARTMENT

ROBBERY PREVENTION CHECK LIST

This self check list is a basic way to measure your business's current safety and security practices. Take this survey and see what measures you already have in place at your business. The more "YES" responses you indicate on this survey, the better prepared you and your employees are in case of a robbery.

If you have further questions or concerns regarding robbery or other crime prevention practices please contact the **SUMMERLIN AREA COMMAND - Crime Prevention Detail at 702-828-9467 or email R15916K@lvmpd.com.**

| YES | NO | |
|---------------------------------|----|---|
| Employee Training | | |
| | | Do you train employees in crime reduction procedures? |
| | | Do all your employees know how your security equipment functions? |
| Safe Procedures | | |
| | | Do you have an above ground safe? |
| | | Is your safe bolted to the floor? |
| | | Is your safe near the register and visible to customers? |
| Visibility | | |
| | | Are windows not blocked by signs, displays or other materials? |
| | | Is the cashier clearly visible from outside the business? |
| | | Would the robber also be visible from outside? |
| | | Are proper trespassing/loitering/parking signed posted? |
| Cash Handling Procedures | | |
| | | Are there drawer limits for cashiers? |
| | | Is a drop safe available? |
| | | Is your change fund secured? |
| | | Do you hide money? |
| | | Do you perform random till checks or cash audits? |
| Bank Deposits | | |
| | | Do you use an armored car service? |
| | | Do you have a secure counting room? |
| | | Does your counting room have adequate locks, a phone and a door peephole? |
| | | Do you vary the times of your trips to the bank? |
| | | Do you vary your route to the bank? |
| | | Do you disguise your bank deposit bag? |

ROBBERY PREVENTION CHECK LIST

| ROBBERY PREVENTION CHECK LIST | | |
|-------------------------------|----|---|
| | | Lighting |
| YES | NO | |
| | | Do all exterior lights work properly? |
| | | Do all interior lights work properly? |
| | | Are lights turned off or on at appropriate times? |
| | | Is there adequate lighting inside your business? |
| | | Is there adequate lighting outside your business including the side and rear areas? |
| | | |
| Security Equipment | | |
| YES | NO | |
| | | Does your store use video surveillance equipment? |
| | | Does your equipment have a date/time generator or time stamp? |
| | | Is there a video monitor placed where a potential robber can see it? |
| | | Is your VCR or digital video equipment secured? |
| | | Have you checked the position of your cameras? |
| | | Do you regularly clean your camera lenses and VCR head? |
| | | Is the resolution on your video system good? |
| | | Do you have a panic alarm? |
| | | Do you have a robbery alarm? |
| | | Can all exterior doors be easily locked? |
| | | |
| Miscellaneous | | |
| YES | NO | |
| | | Is the telephone readily accessible to the cashier? |
| | | Do you report all crimes to police? |
| | | Do you encourage police to visit your store? |
| | | How many times have you been robbed in the last 12 months? |
| | | Are you signed up with the Las Vegas Metropolitan police Department Trespass Program? |
| | | |

PREVENTION MEANS TO BE SMART, BE ALERT, BE CAREFUL & PLAN AHEAD!

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