

HSC OP: 76.23, Employee Training and Procedures for Handling Armed Robbery Incidents

PURPOSE: The purpose of this Health Sciences Center Operating Policy/Procedure (HSC OP) is to provide guidance to those offices that handle cash and are subject to possible armed robbery.

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contained herein. The TexasTech Police
ees.

- e. Follow the robber(s) directions, but volunteer nothing more than you are asked.
- f. Make no sudden moves. If you must put your hands into a pocket or if you must make any other moves, explain the action before doing it.
- g. If the robber hands you a note, drop it on the floor or place it out of sight to retain as evidence.
- h. Study the robber(s) as carefully as possible without being obvious. Note height, weight, race, age, clothing, jewelry, sex, speech characteristics, scars, tattoos, unique characteristics, gait, and method of operation.
- i. Note the number of accomplices and where they stood. Try to make the same observations of each as in Section 2.h. Pay special attention to the way the robbers address each other. Under stress, they may use real names.
- j. Note the type of weapon used by the robber and where it was carried, or if a weapon was mentioned (or indicated) and not shown.
- k. Note the direction in which the robber(s) departed and how the money was carried away (sack, bank bag, etc.).
- l. Try to remember exactly what the robber(s) said.
- m. REMEMBER THAT MONEY OR EQUIPMENT CAN BE RECOVERED OR REPLACED - A LIFE CANNOT.

3. Procedure After a Robbery.

- a. The designated employee should call 9-1-1. Give them your name and your location, and report the robbery. Do not leave the phone until you have answered all the questions which you may be asked. If injury occurred, advise police and state if an ambulance is needed.
- b. The person who actually dealt with the robber(s) should be near the person who is to telephone the police to assist in answering any questions asked by the police.
- c. As soon as the robbery has been reported to the police, lock all doors, ask all witnesses to remain and allow no one to enter until officers arrive.
- d. DO NOT TOUCH ANYTHING!
- e. All persons who dealt with the robber(s) or were present during the robbery should immediately begin writing all that can be remembered of the information referenced in Section 2.h.
- f. Do not discuss the robbery with anyone until after you have given your information to the police.