

ROBBERY DESCRIPTION FORM: Page 1 of 3



Become familiar with these tips and the fill-in description form on the following two pages.

BEING PREPARED

Although you may never encounter a robbery situation, it's always a good idea to be prepared in advance. For example, it's important to remain calm during the event. The calmer you are, the less chance there is for the robber to become excited and possibly dangerous. When you're calm, you'll also be better able to observe the person or persons involved more thoroughly and accurately.

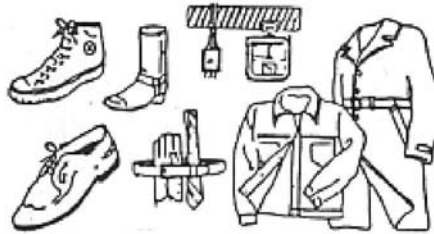
TIPS ON BEING A GOOD OBSERVER

In getting a description, try to be systematic. Look from head to foot, examining and mentally noting as many details about the robber as you can. As for height, weight and age, compare him/her with yourself or someone you know. For example, he/she is either smaller, heavier, older, etc.

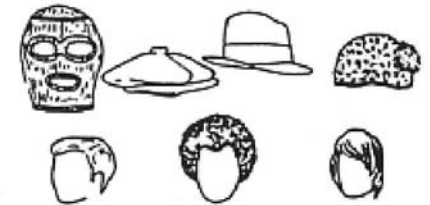
Don't trust your memory too long; it can deceive you. As soon as the robber has departed the premises and you have given the alarm to the police, use this form to capture as much information about the robber as you can. Be sure to include every detail you can recall. No matter how small it may seem, it could be important.

Below are examples of items associated with the robber that you may encounter and which should be part of your description.

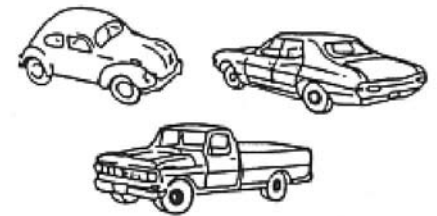
ITEMS OF CLOTHING



HATS & HAIR



EQUIPMENT



VEHICLES

Being able to identify different types of weapons will also improve the usefulness of your description.



ROBBERY DESCRIPTION FORM: Page 2 of 3



In the event of a robbery, promptly fill out both pages of this form as accurately and as completely as possible and give it to the police or security officer.

PHYSICAL DESCRIPTION

The objective is to document an accurate description that is as complete as possible. Do not omit any detail no matter how insignificant it may seem. But only indicate what you have actually observed. Do not guess. Leave spaces blank if you don't have a clear recollection.

COLOR _____ SEX _____ ETHNICITY _____

AGE _____ HEIGHT _____ WEIGHT _____ BUILD _____
(thin, stocky, etc.)

COMPLEXION _____ HAIR _____ EYES _____
(light, dark, ruddy, etc.) (color, wavy, straight, how combed) (color, small, large, close or far set, etc.)

NOSE _____ EARS _____ CHIN _____
(large, small, broad, pug, etc.) (prominent, small, close to head, extended, etc.) (square, broad, long, narrow, receding, dimpled, etc.)

GLASSES _____ MUSTACHE/BEARD _____
(frame color, style, material, etc.) (color, shape, style, etc.)

MASK OR FALSE FACE _____
(type, color, etc.)

SCARS/MARKS _____
(tattoos, birthmarks, facial blemishes, etc.)

DISTINGUISHING CHARACTERISTICS _____
(how would you pick this person out of a crowd?)

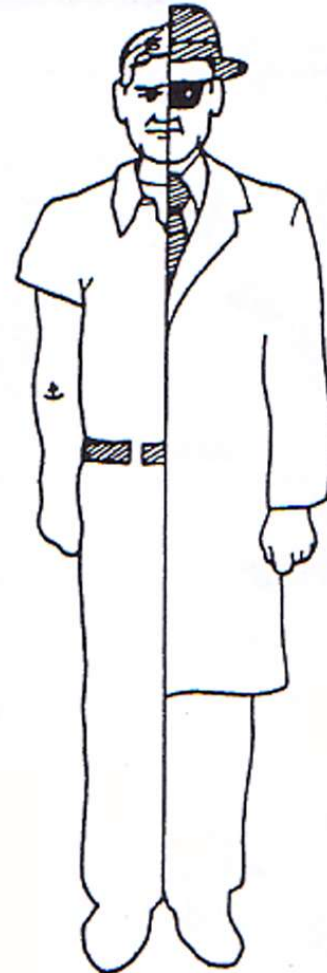
MISCELLANEOUS INFO

WEAPON EXHIBITED _____ ANY NAMES USED _____
(revolver, automatic, knife, rifle, shotgun, size, caliber, etc.)

WHAT DID HE SAY? _____

SPEECH _____ MANNERISMS _____
(any accent, peculiarity of speech) (right or left handed, unusual walk or carriage, nervous habit, etc.)

DESCRIBE HIS ACTIONS & WHAT HE TOUCHED _____



CLOTHING DESCRIPTION

Describe color, type of material, style, etc., as accurately as you can recall.

HAT _____

OVERCOAT _____

RAINCOAT _____

JACKET _____

SUIT _____

TROUSERS _____

SHIRT _____

TIE _____

SHOES _____

ROBBERY DESCRIPTION FORM: Page 3 of 3



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DATE AND TIME OF INCIDENT _____

MEANS OF ESCAPE _____
(on foot, in vehicle, etc.)

DIRECTION TAKEN _____

VEHICLE INFO

LICENSE NUMBER _____ OTHER LICENSE INFO _____
(state, color, etc.)

MAKE _____ COLOR/CONDITION _____
(solid color, two-tone, paint condition, etc.)

YEAR _____ MODEL _____ MARKINGS/DAMAGE _____
(2-door, 4-door, convertible, van, SUV, pickup truck, etc.) (anything unusual or distinctive)

DESCRIPTION OF PASSENGERS _____
(number, sex, ethnicity, age, etc.)

REMARKS

ABOUT YOU

YOUR NAME _____

POSITION OR ADDRESS _____