



Oberlin Police Department



Robbery Prevention / Banks & Businesses

Banks and businesses must make security training a high priority. Employees should be trained in methods of robbery prevention and procedures before, during and after a robbery.

Opening and closing procedures

- Inspect the business for forcible entry before entering.
- Have several employees present when opening and closing.
- One employee should search the premises before entering and give a signal to the other employees that it is safe to enter.
- Before locking up, perform a walk through, making certain no one is hiding inside the bank or business.
- Lock the business with several employees standing by. There is safety in numbers.
- Proceed to your vehicle with other employees for your personal safety.

Handling Cash

- Keep a minimum of easily accessible cash on hand—both in cash drawers and in the safe—particularly during evening hours of operation.
- Display signs to inform customers that there are no large quantities of cash in the registers.
- Use quick deposit drop safes to keep large bills and excess money out of the register.
- Use a money safe that requires more than one employee to open and remove daily receipts.
- Try not to open the cash safe too often.
- Do not maintain more surplus cash in the store than absolutely necessary.
- Always keep the money out of reach of customers.
- Make sure employees do not display large amounts of money. Store and count money in a secure area less visible and vulnerable than the check-out area. Bank teller station counters should be designed to keep cash out of sight.
- Vary the route and time during bank deposit runs. Exercise precautions when making bank deposits.

PLEASE REPORT ALL SUSPICIOUS ACTIVITY TO THE POLICE DEPARTMENT

INFORMATION MOST OFTEN NEEDED BY POLICE

**Location of the event, Description of the event, Time of the event, Suspect description,
Vehicle description, Direction of travel**

EMERGENCY DIAL 911 / NON-EMERGENCY 440-774-1061

If you have any questions concerning crime prevention or want to schedule a free security assessment please contact Officer Raymond Feuerstein

Reduce Your Risk of Robbery

Conduct documented training and discussion periods so that every employee knows their part and has an opportunity to ask questions. A few minutes of brief review on a regular basis will help to ensure the proper reaction in case of a robbery. The main consideration in dealing with a robbery is to reduce the possibility of injury

- Maintain a well lit interior and exterior. Do not allow any signs or displays to obstruct views through windows.
- Train employees to maintain confidentiality about the bank's or business' internal operations and procedures.
- Make certain all employees know the address of the business and surrounding streets. They should be familiar with directions such as north, south, east and west, and how that relates to the exits, parking lot areas and streets.
- Mark the edge of a doorway to identify height of a robber.
- Use security mechanisms such as elevated convex mirrors strategically placed to give employees good vantage inside the business.
- Secure the teller/cashier locations by installing barriers, partitions, enclosures or counters.
- Prominently display surveillance equipment and maintain the cameras and tapes regularly.
- All businesses should be alarmed during closed hours.
- Install robbery alarms, but always call 9-1-1 in emergencies immediately, when it is safe.
- Employees should be trained to watch for and report suspicious actions of people inside and outside the business.
- Give every customer entering the business a greeting and directly look at each person.
- Require employees ask for identification from workers, repair people, guards and police officers before permitting entry into secured areas of your business.

Procedures During a Robbery

Proper employee training of the procedures to follow during a robbery is vital to surviving the confrontation...

- If you are able to activate an alarm or dial 9-1-1 safely, do so, even before a robber enters the bank (takeover robbery).
- Do not resist the robber. Take no action that would jeopardize the safety of personnel or customers. Follow the robber's commands, but do not volunteer to help.
- Try to inform the robber of anything that might surprise them — for example if someone is expected back soon, or if you must reach or move in any way that may startle the robber.
- If the robber displays a firearm or claims to have one, consider it loaded and that they will use it.
- Be a good observer. Try to remember the face, clothing, and any distinguishing characteristics about the robber.
- Call 9-1-1 immediately when safe to do so.
- Call police immediately, but if suspects leave, write down the description and license of the vehicle.

Procedures After a Robbery

- Designate roles of employees before a robbery.
- Call 9-1-1 immediately. Decide which employee is the witness with the most information to talk to the police department on the phone.
- Secure the doors to the business and keep all witnesses there until the police arrive.
- Seek any witnesses who saw a getaway car with a good description and direction of flight. Quickly give that information to police.
- Secure the crime scenes throughout the business. Wherever the suspect(s) were in the business is considered part of the crime scene.
- All witnesses should prepare to give police a description. Witnesses should not compare or change details of the crime. Tell the police what you observed.
- Describe the weapon used if there was one.
- Be prepared to give police any surveillance video of the crime.