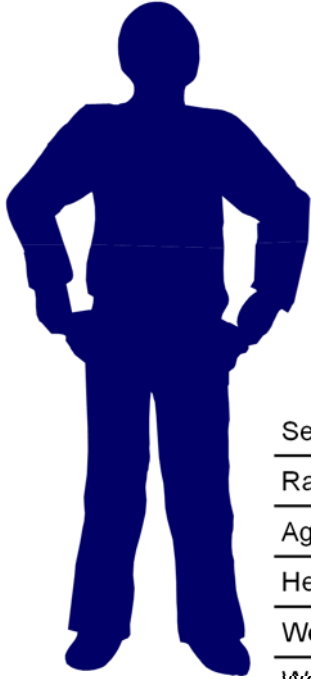


Suspect Description



Make as many copies as necessary to keep on hand if a robbery should occur. Give each witness a copy to fill out. **Do not** allow witnesses to discuss details with each other.

Sex: _____
 Race: _____
 Age: _____
 Height: _____
 Weight: _____
 Weapon Type: _____

Hair/Facial Hair: _____
 Glasses: _____
 Tattoos: _____
 Complexion: _____
 Scars/Marks: _____
 Hat (color/type): _____
 Shirt: _____
 Pants: _____
 Shoes: _____
 Coat: _____
 Auto Make/Model/Color: _____
 License Number: _____
 Escape Direction: _____
 Time of Escape: _____



The Police Division is Internationally Accredited.

Henrico County Police Division
 P. O. Box 90775
 Henrico, VA 23273-0775

Emergency: 911
 Non-emergency: (804) 501-5000
www.henricopolice.org

Humberto I. Cardounel, Jr.
 Chief of Police



Proud of our progress;
 Excited about our future.

The County of Henrico does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability.



Restaurant Delivery
 Crime Prevention

Report All Crime!



Report all suspicious activity!
 Call the Henrico County
 Police Division at

501-5000
 or
 911—Emergency only

Henrico County
 Police Division



How to Deter Criminals Prevention:

Be alert! *Thieves use the element of surprise to accomplish their crime. You can prevent a robbery by being alert to your surroundings.*

- Do “call backs” to verify orders, and verify locations using MapQuest or other software programs before leaving your restaurant.
- Mark your vehicle so police can identify it as a delivery driver vehicle.
- Never carry more than \$20 in cash, and have signage on the vehicle that communicates that message.
- Do not carry personal cash, credit, or debit cards.
- Roll up your windows, and have your vehicle doors locked even when you are driving the vehicle.
- When you arrive at the address, look for signs of activity. Refuse to deliver unless a light is turned on. Park as close to the customer’s house as possible.
- Never deliver to a house or apartment if the address is not EXACT.
- Have a cell phone, flashlight, and keys in your hand. Do not leave your vehicle running!
- Lock your vehicle door when you exit, and walk briskly, with confidence, scanning the area as you walk.
- If you see anyone or anything that is suspicious or makes you feel uncomfortable, leave the area immediately. Do not let anyone come close to you. Yell, “Stop!” or “Get away from me!”
- If you carry store keys, keep them separate from your vehicle keys so thieves can’t gain entry later.

What To Do If You Are Robbed During a Robbery:

Even with a strong prevention program, there is still a chance that a robbery will occur. Robbery is a potentially explosive confrontation. Once a robbery begins, your safety and survival are your primary goals.

- Assume they are armed even if they do not display a weapon.
- Stay calm! Keep it short, and help it run smoothly.
- Cooperate! Obey the robber’s commands.
- If they demand keys to your vehicle, give them the keys!
- Observe what the robber looks like and what he/she is wearing (if it is safe to do so.)
- Make a mental note regarding robber’s direction of travel as the robber leaves.



What To Do If You Are Robbed After a Robbery:



Take a deep breath. *Collect your thoughts. It is time to begin preserving evidence. What you do now will make a big difference in the outcome of this investigation.*

- Give the robber time to leave, then quickly return to your vehicle, lock the door, and keep it locked until police arrive. Stay in the area only if it safe to do so.
- Call the police immediately, using the 911 emergency number. Do this even if you have not lost money or food.
- Do not discuss the details of the robbery with witnesses or anyone else.
- Ask any witnesses to stay until police arrive. While they wait, encourage them to write down what they remember. (See form included on this brochure.) If they can’t stay, get their names and addresses so police can reach them later.
- Try to protect any fingerprints or other evidence such as food containers, drink containers or cigarette butts. Do not touch anything that the robber may have touched.
- Try to recall as much as you can about the robber’s appearance, speech, and mannerisms. It is best to make notes on these points as soon as possible. Write down everything you can remember that the robber did or said. (For example, in which hand was the gun? Tattoos? Jewelry?)
- Identify yourself to the police when police arrive, and follow their instructions.

