

Peoria Police Department Policy and Procedure Manual

Policy 4.13 Robbery Procedures



**“Our Community...
Our Commitment”**

I. POLICY

It is the policy of the Peoria Police Department to give foremost consideration to safety of those individuals who may be present when responding to all robbery related calls for service (i.e., in-progress/just occurred alarm calls, barricaded/hostage situations, etc.).

II. PROCEDURE

A. Robbery Procedures

1. The instructions contained in this policy apply to all police personnel and outline response procedures for those assigned to the Communications Section, Patrol Services Bureau, and the Criminal Investigations Bureau (CIB).

2. The assignments and procedures of police personnel will be governed by the situation as known to Communications personnel.

3. Report Writing documentation criteria and on-scene investigation matters of this crime are contained in the Report Writing Manual.

B. Robbery Alarms/Reports From Businesses

1. Robbery reports or alarms received by the Communications Section from a business, either by automatic alarm or by telephone, will be handled as though they were all in-progress.

a. When the Communications Section receives a robbery alarm, they broadcast the business name and location, and ask for three responding units.

b. When the Communications Section receives an in-progress, or just occurred, robbery report by a citizen or employee at the robbery location, they shall maintain telephone contact with the caller until responding units arrive and the scene can be secured using verification procedures outlined in Section E. If maintaining telephone contact with the caller proves to jeopardize the safety of the caller, Communications personnel will advise the caller to hang-up and call back when safe to do so.

c. The Communications Section will acknowledge all responding units. Responding units will advise Communications of the blocking positions they have secured around the perimeter of the building (i.e., front door, rear of business, etc.).

d. The Communications Section will broadcast all available information pertaining to the number of suspects, descriptions of suspects, the progress of the robbery attempt, and exit locations.

e. During the applicable duty hours of CIB, the Communications Section will notify the Crimes Against Persons (CAP) Supervisor of the situation.

f. All other available units will take up bullseye positions at all surrounding major intersections and will monitor all vehicle traffic for possible suspects or suspect vehicles. When a non-responding unit takes up a position at an intersection, they will advise the Communications Section of the location they are watching.

(1) All police personnel will maintain radio discipline at all times.

(2) Supervisors on the scene will ensure that their units are in the proper positions.

(3) Uniformed officers will not enter the business or approach closer than their assigned positions unless an emergency (shooting in the business or bank, suspect(s) leaving, etc.) forces them to do so. If an officer is forced to change their location because of an emergency, the officer will advise the Communications Section where they are moving to, the reason why, and any other information that may benefit other responding or on-scene officers.

g. If the suspect(s) leave the business before it is blocked, the Communications Section will assign only two (2) units to blocking positions until contact can be made with employees of the establishment to ensure that the suspect(s) have left the scene.

h. All responding patrol units around the business will watch for:

(1) Persons leaving the building who fit the broadcast suspect description,

(2) Persons who are carrying items which might contain money,

(3) Persons possibly disguised with a hat, dark glasses, bandages on the face, etc.,

(4) Persons hurrying towards a car,

(5) Suspicious persons waiting in a car,
and/or

(6) Vehicles leaving the scene.

2. If the suspect(s) leave the business, apprehension will be made as any on-view felony offense.

a. The Patrol Supervisor on the scene will advise the Communications Section of the apprehension and will instruct all uniformed officers not required at the scene to return to service.

b. Detectives or plainclothes officers not needed for the investigation will return to normal service after they are released by the on-scene supervisor.

C. Bank Robbery Alarms/Reports

1. Bank robbery reports or alarms received by the Communications Section, either by automatic alarm or by telephone, will be handled as though they were all in-progress.

a. When responding to a bank robbery call, the first officer on the scene shall assign blocking positions (i.e., northwest corner, southeast corner, etc.)

b. Available CIB personnel may proceed to the scene of bank robberies during their normal duty hours at the direction of a CIB Sergeant.

(1) Detectives may block exits on foot without attracting attention to themselves.

(2) Detectives will not enter the bank unless directed to do so by the on-scene supervisor.

(3) Detectives not blocking exits will remain in their vehicles positioned around the perimeter of the bank.

(4) If detectives at the bank exits are forced by circumstances to enter the building, detectives positioned around the perimeter will not move forward to take their places at the exits.

c. All other available units will take up bullseye positions at all surrounding major intersections and will monitor all vehicle traffic for possible suspects or suspect vehicles. When a non-responding unit takes up a position at an intersection, they will advise the Communications Section of the location they are watching.

(1) All police personnel will maintain radio discipline at all times.

(2) Supervisors on the scene will ensure that their units are in the proper position.

(3) Uniformed officers will not enter the bank or approach closer than their assigned positions unless directed to do so by the on-scene supervisor.

(4) If an officer is forced to change their location because of an emergency, the officer will advise the Communications Section where they are moving to, the reason why, and any other information that may benefit other responding or on-scene officers.

d. If the suspect(s) leave the bank before it is blocked, the first officer on the scene will assign only two (2) units to blocking positions until contact can be made with employees of the establishment to ensure that the suspect(s) have left the scene.

e. All responding patrol units around the bank will watch for:

- (1) Persons leaving the building who fit the broadcast suspect description,
- (2) Persons who are carrying items which might contain money,
- (3) Persons possibly disguised with a hat, dark glasses, bandages on the face, etc.,
- (4) Persons hurrying towards a car,
- (5) Suspicious persons awaiting in a car, and/or
- (6) Vehicles leaving the scene.

2. If the suspect(s) leave the bank, apprehension will be made as any on-view felony offense.

a. The Patrol supervisor on the scene will advise the Communications Section of the apprehension and will instruct all uniformed officers not required at the scene to return to service.

b. Detectives or plainclothes officers not needed for the investigation will return to service after they are released by the CIB supervisor.

D. Just Occurred Robbery or Alarm

1. Just occurred robberies or alarms will be processed in the same manner as a robbery in progress with the modification outlined in this section.

a. The Communications Section will broadcast all available information as it is received (number of suspects, descriptions, directions, and modes of travel, etc.).

(1) This information will be re-broadcasted periodically.

(2) Surrounding agencies will be contacted and provided with suspect and suspect vehicle information as soon as possible.

b. Communications Section personnel will monitor the open telephone line to the business or bank until advised by the on-scene patrol supervisor that the scene has been secured.

2. A patrol supervisor and two (2) patrol units will be dispatched to the business or bank at assigned blocking positions. Once telephone verification has been made as outlined in Section E, they will secure the scene.

a. Patrol units on the scene will relay information on descriptions and directions of escape by radio, to include update information. This should be accomplished within 2-3 minutes once it has been verified that the suspects have fled.

b. The on-scene supervisor will determine if the use of a Police Service Dog is applicable for the situation.

c. Patrol units will separate witnesses and request that they remain on the scene for interview by patrol personnel or detectives.

3. Investigation of any business or bank robbery may be designated to either CAP or the Patrol Services Bureau. Investigation of robberies involving Federally insured banking institutions will be investigated by CAP.

a. If determined by the CIB supervisor, the first detective unit to arrive and enter the bank will start the investigation. If it is determined by the CIB supervisor that patrol personnel are to conduct the investigation, the on-scene patrol supervisor will assign a unit for disposition.

b. The assigned investigating officer or detective will make a survey to determine the number of officers requested for interviewing witnesses, processing the crime scene, etc., and will advise the on-scene supervisor of any needs or any newly-developed information which can be immediately acted upon.

c. It will be the responsibility of the Communications Section, after they receive information from the on-scene supervisor, to notify the Federal Bureau of Investigation (FBI) of crimes within their jurisdiction.

d. The Crime Scene Technician will be utilized to collect and impound evidence and to search for latent prints.

E. Verification of Robbery Reports/Alarms: The validity of all robbery reports/alarms need to be substantiated as valid or invalidated as a false alarm in which no robbery is taking, or has taken, place.

1. When the Communications Section has acknowledged that a minimum of two (2) police units are on the scene in blocking positions, officers on the scene will advise Communications if they want them to make telephone contact with the bank or business. If officers advised Communications to make telephone contact, Communications personnel will call the bank or business and request the manager or the employee in charge.

2. Once Communications personnel have made telephone contact with the manager or employee in charge,

they will identify themselves as the Peoria Police Department and ask if there is a problem at the business.

3. If it is determined that it is a false alarm or a valid robbery and the suspect has fled, Communications personnel will obtain the name of the person they are speaking with, the clothing they are wearing, and instruct them to exit the business or bank and walk to the officer located outside the building. The employee's name and clothing description will be immediately provided to the on-scene police units for verification.

4. The patrol units located in the blocking positions will watch for the employee to exit the business and then instruct them to walk to their location. Officers will then verify if it is a false alarm, a valid robbery, or determine if the suspect has left the bank or business.

5. If the employee advised of a false alarm or a valid robbery where the suspect has fled the scene, one (1) officer will then enter the business and visually verify. If it is determined that the suspect is still inside, the situation will be handled as a barricade/hostage incident.

Peoria Police Department
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