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.

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, [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__________________________________________________
(SCARS/MARKS)
(tattoos, birthmarks, facial blemishes, etc.)
DISTINGUISHING CHARACTERISTICS______________________________________
______________________________________________________________________
______________________________________________________________________
(HOW WOULD YOU PICK THIS PERSON OUT OF A CROWD?)

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

HAT_____________________________________________
OVERCOAT______________________________________
RAINCOAT_______________________________________
JACKET__________________________________________
SUIT_____________________________________________
TROUSERS_______________________________________
SHIRT____________________________________________
TIE_______________________________________________
SHOES___________________________________________

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____________________________
______________________________________________________________________
______________________________________________________________________
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.

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 __________________________________________________