

**GENERAL ORDER**

SERIES

NUMBER

EFFECTIVE DATE

308

9

December 1, 1971

SUBJECT

DISTRIBUTION

Procedures for Handling Armed Robberies
(Other Than Street Robberies)

ORIGINATING UNIT

PDD

The purpose of this order is to establish the policy and procedures for handling armed robberies (other than street robberies). This order consists of the following parts:

- PART I Responsibilities and Procedures for Members of the Department
- PART II Responsibilities and Procedures for Special Assignment Personnel
- PART III Responsibilities and Procedures for Supervisory and Command Personnel

PART I**A. Preliminary Lookout.**

The first mobile unit on the scene shall flash a preliminary lookout, prior to the general broadcast. To expedite this lookout, it is only necessary to state the type of crime, time and location committed, general description of persons wanted (this description shall not indicate the height and weight in feet, inches and pounds, but shall be given in general terms such as tall, medium, short, small, or heavy), and direction of escape. Preliminary lookouts shall state whether a vehicle was used, and if so, a description of the vehicle, consisting of color, body type and tag number if known.

B. Crime Scene.

1. Officers shall safeguard the scene of the crime and request all witnesses to remain at one location until the arrival of investigative personnel. If witnesses insist they must leave, obtain their names, addresses, telephone numbers (home and place of employment), and where they can be reached within the next several hours. In protecting the crime scene, officers shall take special care in protecting the door used by the fleeing suspects for possible fingerprints.
2. Officers shall, as soon as practicable, request the services of a mobile crime unit.
3. The responsibilities outlined in paragraphs B1 and B2 above

shall be performed by the officer(s) assigned to prepare the report prior to the arrival of investigating personnel. Instant completion of the report is not essential and having the investigation personnel present eliminates the needless repetition of questioning the witnesses.

4. Officers shall not remove complainants and witnesses from the crime scene, unless it is necessary to send them to a hospital for treatment or the official in command at the crime scene has positive justification for transporting the complainant or witness to the scene of apprehension. When the suspects are apprehended, they shall be returned to the crime scene.



C. Arrests.

When arrests are made for armed robbery, the arresting officers shall transport the prisoners directly to the Robbery Section, Criminal Investigations Division, where members of that section shall prepare all necessary paper work for the presentation of the case in court. Prisoners shall be booked, by telephone, on the Arrest Book at the arresting officers assigned organizational element.

PART II

A. Robbery Section.

The senior member of the Robbery Section, Criminal Investigations Division, responding to the crime scene shall identify himself to the ranking uniform official and assume command of all investigatory matters at the scene.

B. Coordinated Investigations.

When investigators from Federal agencies respond to robbery scenes, the senior Robbery Section official shall identify himself and coordinate the investigation.

PART III

District Officials.

A district official shall respond to the crime scene and immediately establish a command post where he shall maintain constant radio

contact with the Communications Division. This official shall identify himself over the air by name and cruiser number as the command post official. Continued radio communications with this command vehicle is most important to ensure that any additional information obtained, which may be helpful to the lookout, is immediately flashed and inquiries may be resolved without delay. The district official at the command post also shall inform the members of the Robbery Section of all information obtained prior to their arrival at the scene of the robbery.

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Chief of Police

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