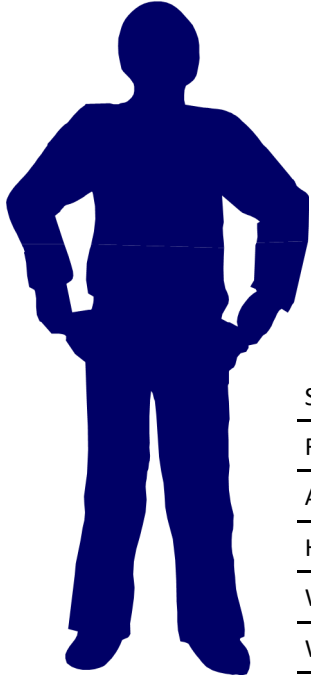


## Suspect Description



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: \_\_\_\_\_



**ONE TEAM. ONE COMMUNITY.  
 SAFER TOGETHER**

**Chief of Police  
 Eric D. English**



**HENRICO.US/POLICE**



**Henrico County Police Division  
 P.O. Box 90775 | Henrico | VA 23273**

**Emergency | 911  
 Non-Emergency | (804) 501-5000  
 General Info | (804) 501-4800**

**police@henrico.us**

# Restaurant Delivery Crime Prevention

**PLEASE REPORT  
 ALL CRIME!**



**ONE TEAM. ONE COMMUNITY.  
 SAFER TOGETHER**



## 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?)

