

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 4.04
	REVISED Jun. 30, 2016	TOTAL PAGES 2
Bank Robbery Response Plan		



I. Introduction

- A. A bank robbery often presents a high potential for placing bank employees, customers, and law enforcement personnel in danger. The procedures established in this Directive are designed to minimize this danger.
- B. Bank personnel have been instructed to:
 1. Notify the Communications Bureau that a robbery is in progress.
 2. Advise if a suspect is trapped in an Entry Control System (ECS), and remain on the telephone to provide updated information.
 3. Lock the bank door after the robbery suspect has left the bank or has been trapped in an ECS.
 4. Place a "Bank Emergency" card in a visible location at or near the main entrance, or **otherwise** inform the Communications Bureau of the situation.
- C. Division personnel should be aware that it may not always be possible for bank personnel at the scene of a robbery to be in direct contact with the Communications Bureau. Notification may come by way of an alarm, **from a bystander**, or through the bank's security department from a remote location.

II. Procedures

- A. Communications Bureau Personnel
 1. Dispatch Patrol personnel to the scene.
 - a. Provide as much information as possible, including whether there is direct communication with bank personnel at the scene.
 - b. If there is direct communication with bank personnel, request information about any weapon(s) seen and/or implied, and provide information to responding **sworn personnel**.
 - c. ***If a Global Positioning System (GPS) tracking device is activated, access the corresponding web-based program and provide updated information and the direction of travel to responding sworn personnel.***
 2. Dispatch a helicopter if available.
 3. Maintain telephone communication with the bank or its security personnel if possible.

4. Upon notification by responding **sworn** personnel that a robbery has occurred, notify:
 - a. A Patrol supervisor to respond.
 - b. The Robbery Unit by phone or through the Investigative Duty Desk.
 - c. The FBI.
- B. Responding Patrol Personnel
 1. Respond directly to the scene.
 - a. Do not use the siren within the immediate vicinity.
 - b. Park in a location where you can observe the bank entrance and any activity, but out of the direct view of any suspect(s), when possible.
 2. If the "Bank Emergency" card is not posted:
 - a. Assume the suspect is still in the building.
 - b. Secure an outside perimeter.
 - c. Divert pedestrian and vehicular traffic as appropriate.
 - d. Do not enter the bank until it is appropriate to do so.
 - e. Assume there may be additional suspects in the vicinity.
 3. If the "Bank Emergency" card is posted:
 - a. Cautiously enter the location.
 - b. Request medical aid if needed.
 - c. Obtain and transmit additional information concerning the suspect(s).
 4. If the suspect is trapped in an ECS:
 - a. Inform **the** responding supervisor of all details regarding the robbery, including **the** suspect's behavior and statements, to determine the best way to effect the arrest.
 - b. Make contact with bank personnel at **the** scene to coordinate the operation of the ECS to allow sworn personnel access to the suspect.
 5. Locate and detain witnesses.
 6. Secure the crime scene.
 7. Complete an Incident Report if a robbery occurred.
 8. If the alarm is a false bank robbery alarm, complete a False Alarm Notice.
 9. **If a GPS tracking device is activated, refer to the device on the radio only as "the suspect" as outlined in the "10-Code" section of the Patrol SOP.**
- C. Responding Patrol Supervisor
 1. Assume command of the scene until investigative personnel arrive.
 2. Request SWAT to respond as appropriate.
 3. Release command of the scene to investigative personnel when appropriate.
 4. Notify a zone lieutenant.