3-07/130.15 - Robbery Broadcast Format

Robbery broadcasts shall be initiated or approved by the following persons:

- Watch Sergeant for broadcasts resulting from a patrol unit investigation;
- Station detective watch commander for broadcasts resulting from follow-up investigation; and
- Detective division investigation units.

The following heading shall be used to standardize robbery broadcasts:

- Robbery/Market (small grocery store, liquor store, gas station, drug store, bank - name the type of business that sustained the loss, not the clerk or employee's name);
- Robbery/Bank Messenger (name of business or type of business for which employee may be transporting money to or from a bank);
- Robbery/Strong arm (location of robbery should be included in text of message; for example, "paper boy attacked by suspect on street corner"); and
- Robbery/Purse Snatch (location of robbery can be included in text of message; for example, "victim attacked from the rear while walking on sidewalk").

A standard robbery broadcast format shall be used for the following types of robbery broadcasts:

- Robbery/business, bank messenger, strong arm, or purse snatch;
- Wanted – Robbery;
- In Custody –Robbery; and
- Supplement - Wanted - Robbery.

The information listed below shall be included in all Robbery Broadcasts. If it is not, it shall be indicated that the information is unknown. If the information is not known, the operator shall indicate that it is unknown. Each information category shall be preceded by an appropriate heading which describes the type of information being provided. A blank line should separate each category of information.

- Robbery/Business (name the type of business involved):
  - Victim - name of business, address, city, date and time of crime;
  - Suspect - physical description, clothes description, appearance;
  - Weapon - type and appearance;
  - MO - mode of operation (modus operandi) method of entry, conduct, speech, written or spoken orders, etc.;
  - Loss - amount of cash or valuables; description of identifiable objects,
  - Vehicle - Year, make, type, color, any damages, and license plate number of suspect's vehicle; and
  - Refer - name of detective handling case, station or unit, and URN;
- Wanted - Robbery/Business (include felony warrant number in heading):
  - Suspect - name, age, DOB, physical description, distinguishing marks, appearance, residence address, release dates, CII, FBI, or county booking number;

- Weapon - type and appearance;
- Vehicle - year, make type, color, any damage, and license plate number of suspect's vehicle;
- Attn: - jurisdiction where suspect may visit relative, address of relative, receptiveness of relative to police contact; and
- Refer - name of detective handling case, station or unit, and URN;

- In Custody-Robbery/Business (name the type of business involved):
  - Suspect - name, age, DOB, physical description, distinguishing marks, appearance, residence address, release dates, CII, FBI, or county booking numbers;
  - Weapon - type and appearance;
  - Vehicle - year, make, type, color, any damage, and license plate number of suspect's vehicle; and
  - Refer - name of detective handling case, station or unit, and URN.