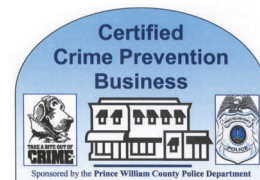




Delivery Driver Robbery Prevention and Reporting



The Prince William County Police Department wishes to remind local businesses with delivery services to stay alert and call the police IMMEDIATELY when they suspect suspicious activity or are the victim of a crime. Your help in these situations will be essential to the apprehension and prosecution of offenders.

Here are some suggested policies that attempt to limit the opportunity for such crimes.

CALL CENTERS

- Equip the telephone with Caller ID and document Caller ID information on the order form
- Require the call-taker to place the caller's first and last name on all orders
- Determine the payment method
- Retain copies of all orders
- Orders originating from pay telephones are especially suspicious, and extra precaution should be taken.

DRIVERS

- Don't carry more money than absolutely necessary to conduct business.
- Park in lighted areas while making deliveries
- Keep a flash light in the vehicle to approach homes after dark
- Be Alert! If there are suspicious people loitering nearby, arrange a call back to the delivery address asking them to come outside.
- If an address given is dark and appears vacant, do not exit. Drive away and call the customer to verify the address. Ask them to turn on a porch light and wait for the driver.
- If you are robbed, call the police FIRST from a safe location and then notify your supervisor or store manager.

Please remember to report **all** suspicious activity immediately by calling:

Emergency: 9-1-1

Non-Emergency: 703-792-6500

For more information on techniques to reduce the risk of criminal activity, call the Crime Prevention Unit at (703) 792-7270 or email at crimeprevention@pwcgov.org

Emergency (Police / Fire / Rescue) : 9-1-1

Police Non-Emergency: 792-6500

If you are the victim of a crime call **9-1-1** as soon as possible from a safe location.

A safe location may include your vehicle with the windows rolled up and the doors locked.

Information the dispatcher will need from you:

- The Problem
- The Location
- Time of occurrence
- Your name
- Your phone number
- Your present location
- Further details of situation (if needed)

Suspect Vehicle Description

- Type: 2-door / 4-door / Truck / Van
- Make & Model
- Year
- Color
- License Tag number, State
- Location / Direction of Travel
- Distinguishing Features

Descriptors	SUSPECT #1	SUSPECT #2	SUSPECT #3
SEX			
AGE			
RACE			
SKIN TONE			
HEIGHT			
WEIGHT			
HAIR COLOR			
HAIR LENGTH			
HAIR STYLE			
HAT / HEAD COVER			
GLASSES			
FACIAL FEATURES			
COAT			
SHIRT			
PANTS			
SHOES			
UNUSUAL			