Office of
Crime Prevention

ARMED ROBBERY QUESTIONNAIRE

CRIME PREVENTION
Preventing crime is everybody's business

- Call police on 000 to report an armed robbery.
- Seal the crime scene immediately and stop trading.
- Preserve evidence.
- Don't discuss the incident with anyone present.
- Record the contact details of witnesses who are unable to await the arrival of the police.

Date of incident _____ Time of incident ☐AM ☐PM

Business name _____

Business address _____

CCTV available? ☐Yes ☐No

Your name _____ Your telephone number (work) _____

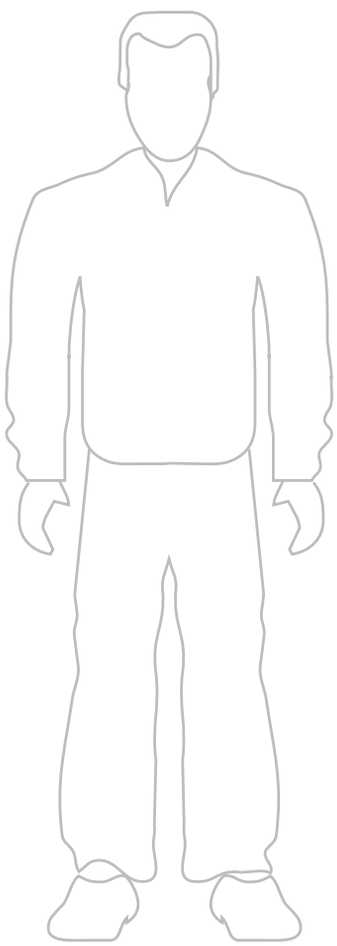
Work position _____

You should ask any witnesses who were present to wait until the police arrive. If they are unable to wait, record their contact details below:

WITNESS 1	WITNESS 2
Witness's name	Witness's name
Telephone (work)	Telephone (work)

DESCRIPTION OF OFFENDER

Don't guess - if you are not sure about any aspect leave blankl



	First offender	Second offender	Third offender
Sex			
Age			
Height			
Build			
Complexion			
Disguise			
Facial Hair			
Tattoos etc.			
Glasses			
Hat			
Gloves			
Shirt			
Tie			
Coat			
Trousers			
Shoes			
Bag etc.			
Weapon			

Other characteristics

Please continue on the reverse of this sheet.

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ARMED ROBBERY REPORT (continued from overleaf...)

DESCRIPTION OF ESCAPE VEHICLE

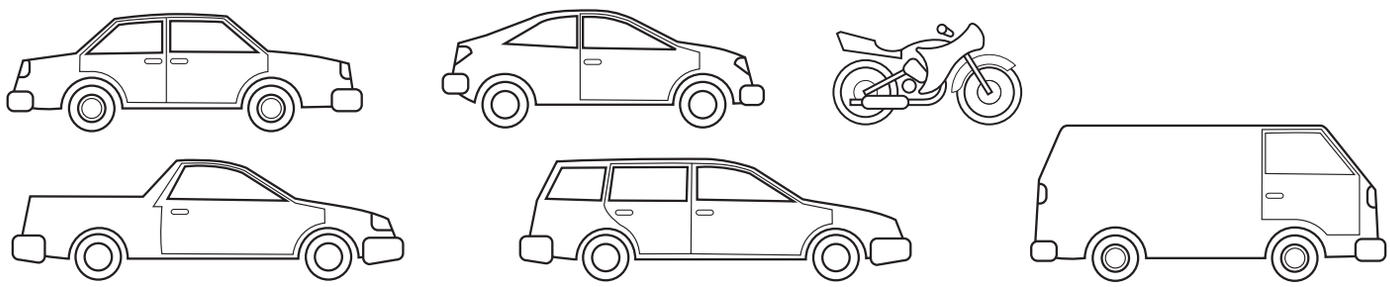
Registration number: Approximate year:

Colour of rego plates: Direction of travel:

Vehicle make: Number of occupants:

Other distinctive features:

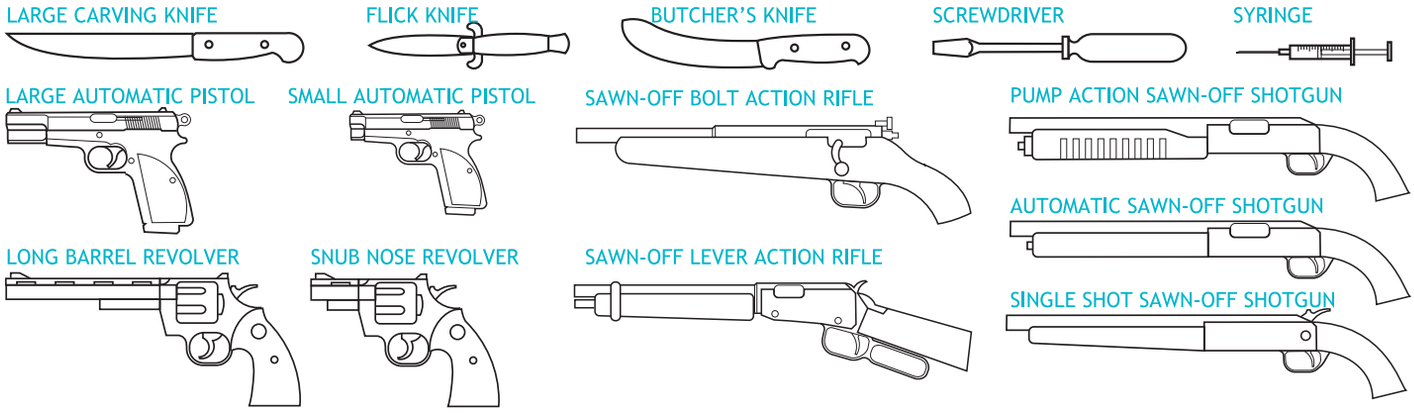
Please circle the image below that best describes the vehicle:



WEAPON DESCRIPTION

If applicable, please circle the image below that best describes the weapon used.

Type of weapon:



WHAT HAPPENED?

Describe the incident in as much detail as you can recall - where, why, when, who, how.