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1789

BANK ALARM AND HOLD-UP POLICY
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PURPOSE: The purpose of this policy is to establish procedures for responding to bank alarms and bank hold-up alarms.

POLICY: It is the policy of the Albany Police Department that personnel shall not confront or apprehend bank robbery suspect(s) until after the suspect(s) have left the bank. This policy should alleviate possible hostage situations.

I. COMMUNICATIONS

A. It shall be the duty and responsibility of the Communications Lieutenant to maintain a Bank Record and Call Procedure Sheet. Updating of this list shall be completed by Community Service Officers, and shall be distributed by the Administrative Services Bureau every six (6) months. This form will show, in detail, the following:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]

B. Upon receipt of a bank alarm Communications shall:

1. Open a line of communication between the bank and the department (using the established bank phone procedures).
2. If any robbery is occurring or has occurred - keep all lines of communications open.
3. Dispatch [REDACTED] to the

scene. Primary and back-up units should be uniform personnel. All banks and branches have [REDACTED], and all department personnel shall use this designation whenever referring to any particular bank.

a. Example: Units 101 and 103, [REDACTED] - (TIME).

4. All personnel when using any of the police radio frequencies [REDACTED]

C. As soon as possible [REDACTED]

1. Notification is to be made by using the following code(s):

SIGNAL

[REDACTED]

EXPLANATION

[REDACTED]

D. The dispatcher and patrol sergeant will coordinate officers to respond to the appropriate designated assignment, such as which entrance the unit will be responsible for, etc.

II. PATROL OFFICERS

A. Procedures:

1. A [REDACTED] shall perform bank alarm operations.
2. Uniform personnel shall wait until they are assigned the call by the dispatcher. Plain clothes officers shall notify the dispatcher of their availability, hold their positions, and await further instructions.
3. Bank alarms are potentially dangerous situations and personnel shall always use caution.
4. Considerations when responding to bank alarm/hold-up calls:

a. Observation:

- i. Observe closely for any suspicious vehicle or person(s) in vicinity.

b. Coordination:

- i. Officers must coordinate their duties and responsibilities at any call. Notify the dispatcher of any change in information.

c. Objectives:

i. Any, or all, of the following must be attained for a successful conclusion of a bank alarm incident:

- 1) The transmission of an officer that an emergency condition no longer exists because either the alarm was false or the suspect(s) has fled the crime scene.
- 2) Transmission of an accurate description of the suspect(s), and any modes and/or direction of travel.
- 3) The search for the suspect(s).
- 4) A complete and accurate report which will assist the investigator in a complete follow-up investigation.
- 5) The arrest of any suspect(s) involved.
- 6) The recovery of any proceeds from the incident.

5. The patrol unit that is closest to the bank, usually the patrol unit whose territory is involved; [REDACTED] bank. Other responding units will be assigned accordingly, as further information develops.

6. Officers [REDACTED] in a prudent manner.

7. Officers [REDACTED]

8. [REDACTED]

9. Officers are cautioned not to put themselves or bank personnel or bank patrons in a situation which would cause unnecessary danger.

10. Officers are [REDACTED]

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]

11. If [REDACTED]

- a. The officer shall inquire of the dispatcher: [REDACTED]
- b. Officers [REDACTED]
- c. Communications will, after verifying the alarm/robbery status via telephone, advise responding units via radio [REDACTED], an officer may consider it safe to enter the building.

12. If a false call exists, officers need only to file a Standardized Incident Report.

13. If a robbery is occurring or has occurred, critical incident guidelines may

apply.

III. DUTIES AND GOALS AT THE BANK

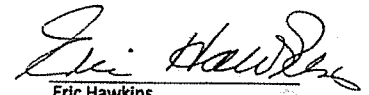
A. Duties and Goals:

1. Secure and preserve the crime scene.
 - a. Officers should determine in what area(s) of the bank the perpetrator(s) has access or left any evidence.
 - b. This area will be secured immediately.
 - c. Only those persons identified in this section shall be allowed entry into the bank.
2. Open a telephone line to communications. Any, and all, pertinent information can be relayed through the police dispatcher.
3. Secure witnesses as soon as possible.
 - a. Attempt to separate witnesses.
 - b. This may preserve their individual accounts of the incident.
4. Field statements should be completed on the scene.
5. Inquire whether bank security has secured any video or camera equipment/ film maintained by bank.

B. Authorized Personnel Allowed Entry:

1. The original responding officer(s).
2. Albany Police Department supervisors.
3. Albany Police Department detectives.
4. Assigned F.B.I. Agent, if applicable.
5. Any person that the supervisor deems necessary for the successful completion of the operation (e.g., security personnel, manager, etc.).
6. Command Post personnel shall also include:
 - a. CIU Detective Supervisor:
 - i. Responsible, under Incident Commander, for assigning personnel to continuing investigation (e.g., witness statements, canvassing, etc.), also responsible for reviewing all obtained information and evidence recovered on scene or as a result of follow-up investigation(s); shall also have new information relayed to personnel as investigation develops.
 - b. F.B.I. Supervisor:
 - i. Responsible also for continuing investigation in cooperation with local municipality.
 - c. Ranking Patrol Supervisor:

- i. Responsible for directing uniform effort in assisting with on-scene investigation.
7. No information shall be released to media except through the Public Information Officer. All information to be released shall be approved by Incident Commander.
8. All evidence should be preserved for processing, as per current directives


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