***NOTICE****: The following has been provided by WBA committee and section volunteers for use by member banks.   
It should be reviewed and revised as appropriate to the user-bank’s own policies, procedures, and practices.*

**Save That Note!**

**If a note-passing robber demands money from a Member Service Representative, be sure to attempt to keep the note.** The identification and arrest in Oklahoma City of a four-time female bank bandit was made precisely because the note was retained and fingerprints led police to the perpetrator. She had managed to elude identification despite pretty clear photos because she had only recently moved to Oklahoma City from Houston and knew few people. With no prior criminal record, her prints weren't in the criminal database, but they were on file as a result of an application she had once made to be a guard at a correctional facility! The note can contain vital evidence.

A great practice that is recommended by security consultants is to get into the habit of always putting a note off to the side. If we do that with every note that comes through the teller window, it will become a reflex action and we will do it without thinking if a robbery note is ever passed to us. Also try to get into the habit of only handling the notes you receive by holding them in the corners. You will not disturb many finger prints by handling them in this manner.