



# **The Comprehensive Security Assessment**

**Protecting people, property, and public trust**

**May 12, 2026**

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Treasurer Don Rankey provided the following statement regarding my services:

***“When I took over as Delaware County Treasurer, the office was collecting 660,000,000 per year just in real Estate Taxes and handling on an average of \$12.7 Million per week. In sharp contrast there were very few operational procedures place and physical security for the Treasurer’s office was lacking.***

***Kent worked with my staff to establish industry standard banking and money handling procedures, identified site security concerns, and provided solutions, and trained my staff in personal safety. This included procedures for emergencies, threats, and active shooter situations. The minimal investment for his security analysis services significantly improved our operations and enhanced the safety of the office and staff.***

***I have known Kent for more than 20 years. He has provided security analysis for several assisted living and dementia care facilities owned by my company, Homelife. I am confident that his services can benefit many fellow county treasurers in Ohio. Please feel free to contact me for more information.”***

# ROBBERY DESCRIPTION FORM: Page 1 of 3



Become familiar with these tips and the fill-in description form on the following two pages.

## BEING PREPARED

Although you may never encounter a robbery situation, it's always a good idea to be prepared in advance. For example, it's important to remain calm during the event. The calmer you are, the less chance there is for the robber to become excited and possibly dangerous. When you're calm, you'll also be better able to observe the person or persons involved more thoroughly and accurately.

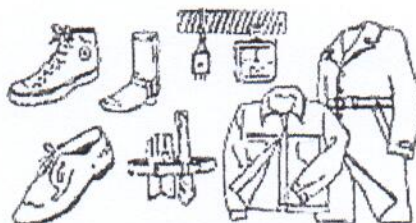
## TIPS ON BEING A GOOD OBSERVER

In getting a description, try to be systematic. Look from head to foot, examining and mentally noting as many details about the robber as you can. As for height, weight and age, compare him/her with yourself or someone you know. For example, he/she is either smaller, heavier, older, etc.

Don't trust your memory too long; it can deceive you. As soon as the robber has departed the premises and you have given the alarm to the police, use this form to capture as much information about the robber as you can. Be sure to include every detail you can recall. No matter how small it may seem, it could be important.

Below are examples of items associated with the robber that you may encounter and which should be part of your description.

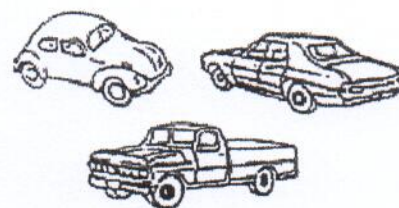
ITEMS OF CLOTHING



HATS & HAIR



EQUIPMENT



VEHICLES

Being able to identify different types of weapons will also improve the usefulness of your description.



# ROBBERY DESCRIPTION FORM: Page 2 of 3



In the event of a robbery, promptly fill out both pages of this form as accurately and as completely as possible and give it to the police or security officer.

## PHYSICAL DESCRIPTION

The objective is to document an accurate description that is as complete as possible. Do not omit any detail no matter how insignificant it may seem. But only indicate what you have actually observed. Do not guess. Leave spaces blank if you don't have a clear recollection.

COLOR \_\_\_\_\_ SEX \_\_\_\_\_ ETHNICITY \_\_\_\_\_

AGE \_\_\_\_\_ HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_ BUILD \_\_\_\_\_  
(thin, stocky, etc.)

COMPLEXION \_\_\_\_\_ HAIR \_\_\_\_\_ EYES \_\_\_\_\_  
(light, dark, ruddy, etc.) (color, wavy, straight, how combed) (color, small, large, close or far set, etc.)

NOSE \_\_\_\_\_ EARS \_\_\_\_\_ CHIN \_\_\_\_\_  
(large, small, broad, pug, etc.) (prominent, small, close to head, extended, etc.) (square, broad, long, narrow, receding, dimpled, etc.)

GLASSES \_\_\_\_\_ MUSTACHE/BEARD \_\_\_\_\_  
(frame color, style, material, etc.) (color, shape, style, etc.)

MASK OR FALSE FACE \_\_\_\_\_  
(type, color, etc.)

SCARS/MARKS \_\_\_\_\_  
(tattoos, birthmarks, facial blemishes, etc.)

DISTINGUISHING CHARACTERISTICS \_\_\_\_\_  
(how would you pick this person out of a crowd?)

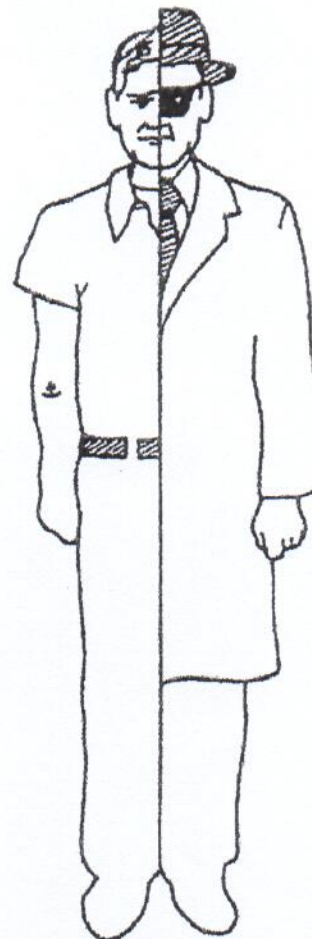
## MISCELLANEOUS INFO

WEAPON EXHIBITED \_\_\_\_\_ ANY NAMES USED \_\_\_\_\_  
(revolver, automatic, knife, rifle, shotgun, size, caliber, etc.)

WHAT DID HE SAY? \_\_\_\_\_

SPEECH \_\_\_\_\_ MANNERISMS \_\_\_\_\_  
(any accent, peculiarity of speech) (right or left handed, unusual walk or carriage, nervous habit, etc.)

DESCRIBE HIS ACTIONS & WHAT HE TOUCHED \_\_\_\_\_



## CLOTHING DESCRIPTION

Describe color, type of material, style, etc., as accurately as you can recall.

HAT \_\_\_\_\_

OVERCOAT \_\_\_\_\_

RAINCOAT \_\_\_\_\_

JACKET \_\_\_\_\_

SUIT \_\_\_\_\_

TROUSERS \_\_\_\_\_

SHIRT \_\_\_\_\_

TIE \_\_\_\_\_

SHOES \_\_\_\_\_

# ROBBERY DESCRIPTION FORM: Page 3 of 3



*In the event of a robbery, promptly fill out both pages of this form as accurately and as completely as possible and give it to the police or security officer.*

DATE AND TIME OF INCIDENT \_\_\_\_\_

MEANS OF ESCAPE \_\_\_\_\_  
(on foot, in vehicle, etc.)

DIRECTION TAKEN \_\_\_\_\_

## VEHICLE INFO

LICENSE NUMBER \_\_\_\_\_ OTHER LICENSE INFO \_\_\_\_\_  
(state, color, etc.)

MAKE \_\_\_\_\_ COLOR/CONDITION \_\_\_\_\_  
(solid color, two-tone, paint condition, etc.)

YEAR \_\_\_\_\_ MODEL \_\_\_\_\_ MARKINGS/DAMAGE \_\_\_\_\_  
(2-door, 4-door, convertible, van, SUV, pickup truck, etc.) (anything unusual or distinctive)

DESCRIPTION OF PASSENGERS \_\_\_\_\_  
(number, sex, ethnicity, age, etc.)

## REMARKS

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## ABOUT YOU

YOUR NAME \_\_\_\_\_

POSITION OR ADDRESS \_\_\_\_\_

Priority	Recommendation	Cost	Date Completed
	Establish cash handling procedures in standard operation procedures manual (SOP)		
	Secure required bonding for listed officials		
	Establish vault control procedures in SOP and identify Vault Control Officer and alternate		
	Establish Closed Circuit Television (CCTV) policies in SOP		
	Have required additional duress alarm buttons installed		
	Establish alarm procedures in SOP		
	Develop alarm testing procedure and schedule		
	Establish robbery in progress procedures in SOP		
	Make copies of Robbery Packet ready available in office		
	Establish bomb threat procedures in SOP		
	Establish tornado warning procedures in SOP		
	Establish active shooter procedures in SOP		
	Schedule active shooter practical exercise training with Delaware County Sheriff's Office		
	Establish schedule for active shooter drill (at least annually)		
	<i>Add procedures for rusing vault as a safe room if required changes are made</i>		
	<i>Add lighting to walkway on south side of Treasurer's Office</i>		
	<i>Add blinds or window tinting to windows on south side of Treasurer's Office</i>		