

BRANCH SECURITY REVIEW CHECKLIST

BRANCH:

Date: _____

Section 1

Physical Vulnerability

	YES	NO	N/A
1. Do all office windows permit an unobstructed view of the bank's interior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all exterior doors and windows equipped with tamper-resistant locks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If the office is located in a mall or a multi-tenant office building, is the ceiling crawl space separated from the crawl space over the adjacent stores offices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are entrances from the basement, corridors, and upper floors secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all non-public entrances secured during business hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the area surrounding the office free of visual obstructions such as architectural and landscaping features which could provide cover for would be robbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Section 2

Lighting Systems

	YES	NO	N/A
1. Do all lights illuminate all areas surrounding the building including ATM's, night depositories, walkways and parking lots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does branch have an independent power source (battery or generator power) for emergency lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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BRANCH SECURITY REVIEW CHECKLIST

Section 3

Vaults

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is the vault equipped with a ventilator to provide air to an employee in the event of a lock in? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the vault equipped with an alarm or a telephone so an employee can signal for help if locked in? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are all employees trained in procedures to follow if locked in the vault? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Section 4

Alarm Systems - General

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is the alarm control panel located inside the vault or in another secured area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the telephone junction box located in a secured area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are the alarm terminals in the telephone junction box unmarked and known only to selected bank officials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are preventive maintenance inspections of the alarm system and independent power source conducted by a qualified service contractor at least once every six months? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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BRANCH SECURITY REVIEW CHECKLIST

Section 5

Point or Burglar Alarms

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Are burglar alarms installed on all vaults, night depositories, ATM's, and safes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there an emergency power supply to assure continuous operation of the burglar alarm system for at least 80 hours in the event of a power failure? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has a burglar alarm response procedure (including all clear) been developed that conforms with local police response procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are procedures for operating, testing, and maintaining the burglar system in place and rigorously followed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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BRANCH SECURITY REVIEW CHECKLIST

Section 6

Silent Robbery Alarms

	YES	NO	N/A
1. Is the office protected by a silent alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. When triggered does the alarm report directly to police or an intermediate or proprietary monitoring station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has a robbery response plan been established and implemented which conforms to local police alarm response procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are alarm actuators located at each teller station, inside the vault, and at all other workstations where currency is handled or customers are served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Can all alarm actuators be operated covertly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Do all employees receive initial training on how to actuate the alarm system and under what circumstances they should do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do all employees test their alarm actuators at least once a month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are silent alarm annunciation lights installed in the employee lounge and back offices to alert employees when a robbery is in progress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Section 7

Closed-Circuit Television Surveillance Systems

	YES	NO	N/A
1. Is the VCR working properly and are the camera angles appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do cameras provide surveillance of all office entrances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do cameras provide surveillance of all teller stations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are CCTV pictures periodically monitored by branch or security personnel during business hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is video from each camera continuously recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are recorded videocassettes properly labeled and retained for at least one month before being erased and re-recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is test video periodically reviewed by the security officer for coverage and clarity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all VCR heads cleaned routinely according to an established schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the system inspected by a qualified service technician at least twice a year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are the video tapes changed on a regular schedule, i.e. each day, every Monday? (review tape log and copy current page)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the camera coverage and VCR recording checked on a daily basis, to ensure quality pictures and that the system is working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Section 8

Night Depository

	YES	NO	N/A
1. Is the area surrounding the night depository properly illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If state or local ordinances specify lighting requirements, does your lighting system comply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the bag depository door equipped with a tamper resistant lock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If the unit designed to prevent "fishing" and "trapping" of deposits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the depository located so any activity around the unit is visible from a public area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are architectural and landscaping features around the night depository designed to deprive would be robbers of concealed positions to await customers making deposits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Section 9

Automatic Teller Machines

	YES	NO	N/A
1. Does the ATM have dual control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the cash dispenser and depository chute designed to prevent "fishing" and "trapping"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the surveillance camera positioned to record criminal activity at and around the ATM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the ATM located so any activity around the ATM is visible from a public area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are architectural and landscaping features around the ATM designed to deprive would be robbers of concealed positions to await customers making deposits or withdrawals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If a remote ATM, is the service equipped with a silent robbery alarm, telephone, or other means of communication with law enforcement officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If a remote ATM, is the service entrance equipped with a viewing port or closed-circuit television system that allows personnel inside the service room to view activity outside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the ATM provide customers with adequate privacy to prevent bystanders from observing details of their transactions (e.g., entry of their pin numbers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Section 10

Teller Stations

	YES	NO	N/A
1. Are teller counters of sufficient height to discourage a bandit from vaulting them or are they otherwise protected (e.g., by bullet-resistant windows)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are teller counters manufactured with bullet-resistant materials or equipped with under-counter steel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are access gates to teller areas kept secured during banking hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all tellers equipped and trained to use bait money, dyepacks or electronic homing devices in the event of a robbery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If teller nameplates or badges are used, are only first names used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Section 11

Safe Deposit Operations

	YES	NO	N/A
1. Are renters positively identified before granting access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is each coupon booth checks immediately after the customer leaves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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BRANCH SECURITY REVIEW CHECKLIST

Section 12

Opening Procedures

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is the all clear signal changes at least once every quarter? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are employees instructed to contact the security officer or the police if the all clear signal is not displayed within the allotted time? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are the employees instructed not to gather at the bank entrance while awaiting entry? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are all persons except office employees refused entry to the office before opening? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Section 13

Closing Procedures

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are all employees instructed to look for strangers and suspicious customer behavior at the end of the business day and to actuate surveillance cameras and notify the security officer or branch managers if their suspicions are aroused? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the banking office inspected to ensure all valuables have been secured, all customers have left, all exterior windows and doors are securely locked, and all alarms, lighting, and security devices intended for use during nonbusiness hours are operating? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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BRANCH SECURITY REVIEW CHECKLIST

Section 14

Key and Combination Control

	YES	NO	N/A
1. Is the number of keys assigned to employees kept to a minimum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a log maintained listing all employees who have received office keys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If a terminated employee fails to return a key, or is otherwise suspect, are the locks changed on all exterior doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are excess keys kept in a locked box in a secure area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is dual control maintained over vault and safe combinations so that no single employee is capable of accessing the vault or safe alone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Section 15

Bait Money, Dye Packs and Electronic Homing Devices

	YES	NO	N/A
1. If the bait money, dyepack or electronic device is disguised as strapped currency, is it banned with a fresh band and does it appear identical to regular strapped currency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is bait money, dyepack or electronic homing device kept in an accessible place in each teller's top drawer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is bait money, dyepack or electronic homing device also kept with cash reserves in the vault or safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does bait money consist of used Federal Reserve Notes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are bait money forms initialed, dated and filed with the security officer or his designee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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BRANCH SECURITY REVIEW CHECKLIST

Section 16

Height Markers

	YES	NO	N/A
1. Are height reference markers or visible strips of tape installed at a six foot height on the door frames at all entrances to the office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are height reference markers indicating counter height installed at each teller station?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all employees trained to use height reference markers to estimate a suspect's height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Section 17

Visitor Identification Procedures

	YES	NO	N/A
1. Is access to non-public areas within the banking office by doors and gates that are locked at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a log book maintained to document all visitors entering restricted areas of the banking office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the visitors identity and authorization verified by telephone to the visitor's company or office unless both the visitor and the reason for the visit is known to office personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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BRANCH SECURITY REVIEW CHECKLIST

Section 18

Rubbish Retention

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is rubbish from the lobby, teller areas and other locations where transactions are conducted, collected on a daily basis? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. After the retention period has expired are all documents (e.g., deposit or withdrawal slips, voided checks, application forms, etc.) shredded, incinerated or disposed of by a bonded recycling company which guarantees their destruction? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Section 19

Evidence Protection

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Are employees trained to follow established procedures for handling and protecting evidence? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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BRANCH SECURITY REVIEW CHECKLIST

Section 20

Fire Security

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is the office protected by smoke detectors and fire alarms? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are an adequate number of multi-purpose fire extinguishers located in accessible locations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Section 21

Training

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do branch personnel know what to do if they receive a bomb threat or extortion / kidnap call? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do branch personnel know the importance of maintaining confidentiality of security and operations procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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