BRANCH SECURITY REVIEW CHECKLIST

BRANCH: Date:

Section 1

Physical Vulnerability

1. Do all office windows permit an unobstructed view of the bank’s interior? YES NO N/A
2. Are all exterior doors and windows equipped with tamper-resistant locks? YES NO N/A
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? YES NO N/A
4. Are entrances from the basement, corridors, and upper floors secured? YES NO N/A
5. Are all non-public entrances secured during business hours? YES NO N/A
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? YES NO N/A

Recommended Corrective Action and Date of Implementation: ____________________________

General Comment Section: __________________________________________________________

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Section 2

Lighting Systems

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

Recommended Corrective Action and Date of Implementation: ____________________________

General Comment Section: __________________________________________________________

Supporting Documentation: __________________________________________________________
# BRANCH SECURITY REVIEW CHECKLIST

## Section 3

### Vaults

1. Is the vault equipped with a ventilator to provide air to an employee in the event of a lock in?  
   🟢   ☐   ☐

2. Is the vault equipped with an alarm or a telephone so an employee can signal for help if locked in?  
   ☐   ☐   ☐

3. Are all employees trained in procedures to follow if locked in the vault?  
   ☐   ☐   ☐

**Recommended Corrective Action and Date of Implementation:**

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**General Comment Section:**

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**Supporting Documentation:**

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## Section 4

### Alarm Systems - General

1. Is the alarm control panel located inside the vault or in another secured area?  
   ☐   ☐   ☐

2. Is the telephone junction box located in a secured area?  
   ☐   ☐   ☐

3. Are the alarm terminals in the telephone junction box unmarked and known only to selected bank officials?  
   ☐   ☐   ☐

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?  
   ☐   ☐   ☐

**Recommended Corrective Action and Date of Implementation:**

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**General Comment Section:**

---

**Supporting Documentation:**

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BRANCH SECURITY REVIEW CHECKLIST

Section 5

Point or Burglar Alarms

1. Are burglar alarms installed on all vaults, night depositories, ATM’s, and safes?  
   □  □  □

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?  
   □  □  □

3. Has a burglar alarm response procedure (including all clear) been developed that conforms with local police response procedures?  
   □  □  □

4. Are procedures for operating, testing, and maintaining the burglar system in place and rigorously followed?  
   □  □  □

Recommended Corrective Action and Date of Implementation: __________________________________________

General Comment Section: ________________________________

Supporting Documentation: ________________________________
**BRANCH SECURITY REVIEW CHECKLIST**

**Section 6**

**Silent Robbery Alarms**

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

**Recommended Corrective Action and Date of Implementation:** ____________________________

**General Comment Section:** ________________________________________________________

**Supporting Documentation:** ______________________________________________________
## Closed-Circuit Television Surveillance Systems

1. Is the VCR working properly and are the camera angles appropriate?  
   - YES □  NO □  N/A □

2. Do cameras provide surveillance of all office entrances?  
   - YES □  NO □  N/A □

3. Do cameras provide surveillance of all teller stations?  
   - YES □  NO □  N/A □

4. Are CCTV pictures periodically monitored by branch or security personnel during business hours?  
   - YES □  NO □  N/A □

5. Is video from each camera continuously recorded?  
   - YES □  NO □  N/A □

6. Are recorded videocassettes properly labeled and retained for at least one month before being erased and re-recorded?  
   - YES □  NO □  N/A □

7. Is test video periodically reviewed by the security officer for coverage and clarity?  
   - YES □  NO □  N/A □

8. Are all VCR heads cleaned routinely according to an established schedule?  
   - YES □  NO □  N/A □

9. Is the system inspected by a qualified service technician at least twice a year?  
   - YES □  NO □  N/A □

10. Are the video tapes changed on a regular schedule, i.e. each day, every Monday .....?  
    (review tape log and copy current page)  
    - YES □  NO □  N/A □

11. Is the camera coverage and VCR recording checked on a daily basis, to ensure quality pictures and that the system is working correctly?  
    - YES □  NO □  N/A □

**Recommended Corrective Action and Date of Implementation:**

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**Supporting Documentation:**

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5
BRANCH SECURITY REVIEW CHECKLIST

Section 8

Night Depository

1. Is the area surrounding the night depository properly illuminated?  
   YES  NO  N/A

2. If state or local ordinances specify lighting requirements, does your lighting system comply?  
   YES  NO  N/A

3. Is the bag depository door equipped with a tamper resistant lock?  
   YES  NO  N/A

4. If the unit designed to prevent “fishing” and “trapping” of deposits?  
   YES  NO  N/A

5. Is the depository located so any activity around the unit is visible from a public area?  
   YES  NO  N/A

6. Are architectural and landscaping features around the night depository designed to deprive would be robbers of concealed positions to await customers making deposits?  
   YES  NO  N/A

Recommended Corrective Action and Date of Implementation:  
__________________________________________________________

General Comment Section:  
__________________________________________________________

Supporting Documentation:  
__________________________________________________________
Automatic Teller Machines

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does the ATM have dual control?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are the cash dispenser and depository chute designed to prevent “fishing” and “trapping”?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3. Is the surveillance camera positioned to record criminal activity at and around the ATM?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4. Is the ATM located so any activity around the ATM is visible from a public area?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. If a remote ATM, is the service equipped with a silent robbery alarm, telephone, or other means of communication with law enforcement officials?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>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)?</td>
<td></td>
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</tr>
</tbody>
</table>

Recommended Corrective Action and Date of Implementation: 

General Comment Section:

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Section 10

Teller Stations

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)?

2. Are teller counters manufactured with bullet-resistant materials or equipped with under-counter steel?

3. Are access gates to teller areas kept secured during banking hours?

4. Are all tellers equipped and trained to use bait money, dyepacks or electronic homing devices in the event of a robbery?

5. If teller nameplates or badges are used, are only first names used?

Recommended Corrective Action and Date of Implementation: 

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Section 11

Safe Deposit Operations

1. Are renters positively identified before granting access?

2. Is each coupon booth checks immediately after the customer leaves?

Recommended Corrective Action and Date of Implementation:

General Comment Section:

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BRANCH SECURITY REVIEW CHECKLIST

Section 12

Opening Procedures

1. Is the all clear signal changes at least once every quarter? YES □ □ N/A

2. Are employees instructed to contact the security officer or the police if the all clear signal is not displayed within the allotted time? YES □ □ N/A

3. Are the employees instructed not to gather at the bank entrance while awaiting entry? YES □ □ N/A

4. Are all persons except office employees refused entry to the office before opening? YES □ □ N/A

Recommended Corrective Action and Date of Implementation: __________________________________________

General Comment Section: _____________________________________________________________

Supporting Documentation: _____________________________________________________________

Section 13

Closing Procedures

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? YES □ □ N/A

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? YES □ □ N/A

Recommended Corrective Action and Date of Implementation: __________________________________________

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Section 14

Key and Combination Control

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

Recommended Corrective Action and Date of Implementation: ________________________________

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Section 15

Bait Money, Dye Packs and Electronic Homing Devices

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? ☐ ☐ ☐
2. Is bait money, dyepack or electronic homing device kept in an accessible place in each teller’s top drawer? ☐ ☐ ☐
3. Is bait money, dyepack or electronic homing device also kept with cash reserves in the vault or safe? ☐ ☐ ☐
4. Does bait money consist of used Federal Reserve Notes? ☐ ☐ ☐
5. Are bait money forms initialed, dated and filed with the security officer or his designee? ☐ ☐ ☐

Recommended Corrective Action and Date of Implementation: ________________________________

General Comment Section: __________________________________________________________

Supporting Documentation: _________________________________________________________
Section 16

**Height Markers**

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? ☐ ☐ ☐
2. Are height reference markers indicating counter height installed at each teller station? ☐ ☐ ☐
3. Are all employees trained to use height reference markers to estimate a suspect’s height? ☐ ☐ ☐

Recommended Corrective Action and Date of Implementation: ____________________________________________

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Section 17

**Visitor Identification Procedures**

1. Is access to non-public areas within the banking office by doors and gates that are locked at all times? ☐ ☐ ☐
2. Is a log book maintained to document all visitors entering restricted areas of the banking office? ☐ ☐ ☐
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? ☐ ☐ ☐

Recommended Corrective Action and Date of Implementation: ____________________________________________

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Supporting Documentation: ____________________________________________________________
## Branch Security Review Checklist

### Section 18

#### Rubbish Retention

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is rubbish from the lobby, teller areas and other locations where transactions are conducted, collected on a daily basis?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>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 donded recycling company which guarantees their destruction?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Recommended Corrective Action and Date of Implementation:**

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### Section 19

#### Evidence Protection

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are employees trained to follow established procedures for handling and protecting evidence?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Recommended Corrective Action and Date of Implementation:**

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# BRANCH SECURITY REVIEW CHECKLIST

**Section 20**

## Fire Security

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is the office protected by smoke detectors and fire alarms?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Are an adequate number of multi-purpose fire extinguishers located in accessible locations?</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Recommended Corrective Action and Date of Implementation:

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Supporting Documentation:

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**Section 21**

## Training

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do branch personnel know what to do if they receive a bomb threat or extortion / kidnap call?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Do branch personnel know the importance of maintaining confidentiality of security and operations procedures?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recommended Corrective Action and Date of Implementation:

General Comment Section:

Supporting Documentation: