

BRANCH SECURITY REVIEW CHECKLIST

BRANCH: _____

Date: _____

Section 1

Physical Vulnerability

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are all windows secured in a manner that prevents staff from opening them from within the facility? | <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. Are exterior roof hatches secured to prevent unauthorized external entry? Note the type of lock in the comments section (padlock, etc.). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. For solid doors or doors with blind spots, are cameras/door monitor in place or is a global "peep hole" installed? | <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"/> |

Recommended Corrective Action and Date of Implementation: _____

General Comment Section: _____

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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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"/> |

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Section 4

Surveillance Systems

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is the DVR 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. Is video from each camera continuously recorded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are cameras properly labeled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the camera coverage and DVR 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 5

ATM/Night Depository

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is the area surrounding the ATM/night depository properly illuminated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do all lights illuminate areas surrounding the building including ATM, night depository, walkways and parking lot? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the ATM/depository located so any activity around the unit is visible from a public area? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are architectural and landscaping features around the ATM/night depository 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"/> |
| 5. Does the ATM and night depository have dual control? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the surveillance camera positioned to record criminal activity at and around the ATM or night depository? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Section 6

Teller Stations

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are all member specialist equipped and trained to use bait money, dye-packs or electronic homing devices in the event of a robbery? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are access gates to teller areas and/or vault kept closed during working hours? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Section 7

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 checked immediately after the customer leaves? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Section 8

Opening/Closing Procedures

	YES	NO	N/A
1. Is the all clear signal changed at least once every month?	<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 office entrance while awaiting all clear signal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all persons except office employees refused entry to the credit union before opening and after office hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all employees instructed to look for strangers and suspicious member behavior at opening and at the end of the business day; and call the police if their suspicions are aroused?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. At closing, is the Credit Union office inspected to ensure all valuables have been secured, all members have left, all exterior windows and doors are securely locked, and all alarms, lighting, and security devices intended for use during nonbusiness hours are operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Section 10

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. Are excess keys kept in a locked box in a secure area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 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 11

Bait Money, Dye Packs and Electronic Homing Devices

	YES	NO	N/A
1. If the bait money, dye-pack or GPS 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, dye-pack or GPS 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, dye-pack or GPS 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 their designee? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Section 12

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 13

Visitor Identification Procedures

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is a log book maintained to document all visitors entering restricted areas of the credit union office? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the visitor's 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"/> |
| 3. Does staff escort all visitors throughout credit union office and restricted areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Section 14

Trash Retention

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is trash with confidential information collected on a daily basis from the lobby, teller areas and other locations where transactions are conducted? | <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 bonded recycling company which guarantees their destruction? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Section 15

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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Section 16

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"/> |
| 3. Was a fire drill conducted to ascertain the exit time for all employees? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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Section 17

Training

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do branch personnel and call center 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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