



# Security Policies & Procedures

Ensuring your financial institution has robust security policies and procedures is the first step to preventing a security breach exposure. The following, while not all inclusive, provides examples of what your financial institution's Security Policy and Procedural Guide should contain.

## Security Policy & Procedure Guide Checklist:

- Response plans for physical threats, such as robbery, extortion, kidnap, ransom, and bomb threats
- Processes for controlling access to your financial institution's facilities, files, equipment, and safe rooms
- Cash controls, including employee dual control obligations
- Check controls and authority limits
- Key, key fob, and safe combination controls
- ATM and ITM security protocols
- Cameras, motion detection devices, and use of bait money
- Responsibilities for testing security equipment and frequency of those tests, etc.
- Procedures relative to abandoned packages left on premise
- Notification steps to management and law enforcement involvement
- Evacuation plans
- Dual control over physical and alarm access / separation of duties
- Ongoing cash flow assessments to ensure minimal cash holding

Visit our website for more  
risk education:  
[alliedsolutions.net/resources](https://alliedsolutions.net/resources)

Subscribe to receive more risk education: [alliedsolutions.net/enews](https://alliedsolutions.net/enews).

