

Produced by



in cooperation with
Profit Protection, LLC

Managing Safe Deposit Services

(Second Edition)

It is a

Procedures Manual
Training Handbook
Reference Tool
Security Guide

Use It To

Establish or Update Operational
Policies
and
Document Written Procedures

A UNIQUE MANUAL — FIVE PURPOSES

Establish or Update Operational Policies

This multi-purpose manual provides the detail needed to establish or update policies suited to the individual circumstances of your safe deposit operation.

Document Written Procedures

It can save you countless hours of valuable personnel time in either updating your existing procedures or developing a new safe deposit manual.

Reference Manual

The manual allows you to quickly find answers to operational, administrative, security and insurance questions by merely referring to the manual's comprehensive table of contents.

Security Text

It can assist in minimizing loss and liability potentials through use as a security text for developing measures to prevent losses and related liabilities.

Training Handbook

This manual explains in simple language the many facets of safe deposit operations and provides a resource which can also be used as a training handbook.

Table of Contents

Section One — Definitions

Chapter 1 — Meaning of Terms

Section Two — Administration

- Chapter 2.1 — Potential Liabilities
- Chapter 2.2 — Types of Contracts
- Chapter 2.3 — Standard Types of Rentals
- Chapter 2.4 — Special Types of Renters
- Chapter 2.5 — Appointment of Deputies
- Chapter 2.6 — Rent Payments
- Chapter 2.7 — Recordkeeping
- Chapter 2.8 — Training

Section Three — Operations

- Chapter 3.1 — Renting a Box
- Chapter 3.2 — Keys
- Chapter 3.3 — Access Procedures
- Chapter 3.4 — Exit Procedures

- Chapter 3.5 — Power of Attorney
- Chapter 3.6 — Changes in Box Status
- Chapter 3.7 — Surrendering a Box
- Chapter 3.8 — Renter Declared Incompetent
- Chapter 3.9 — Death of a Renter
- Chapter 3.10 — Found Property
- Chapter 3.11 — Storage

Section Four — Risk Management – Security, Insurance and Auditing

- Chapter 4.1 — Vaults and Daygates
- Chapter 4.2 — Burglar Alarms and Employee Responses
- Chapter 4.3 — After-Burglary Procedures
- Chapter 4.4 — Suspicious Activity Reporting
- Chapter 4.5 — Insurance
- Chapter 4.6 — Auditing Guidelines

Distributed by 30 state bankers associations

Alabama Bankers Association
 Colorado Bankers Association
 Connecticut Bankers Association
 Georgia Bankers Association
 Illinois Bankers Association
 Indiana Bankers Association
 Iowa Bankers Association
 Kansas Bankers Association
 Kentucky Bankers Association
 Louisiana Bankers Association
 Maine Bankers Association

Maryland Bankers Association
 Massachusetts Bankers Association
 Minnesota Bankers Association
 Insurance and Services, Inc.
 Mississippi Bankers Association
 Missouri Bankers Association
 Montana Bankers Association
 New Hampshire Bankers Association
 New Jersey Bankers Association
 New Mexico Bankers Association
 New York Bankers Association

North Dakota Bankers Association
 Oklahoma Bankers Association
 Pennsylvania Bankers Association
 Services Corporation
 South Carolina Bankers Association
 South Dakota Bankers Association
 Vermont Bankers Association
 Virginia Bankers Association
 West Virginia Bankers Association
 Wisconsin Bankers Association

ORDER FORM

Guarantee: If you are not completely satisfied that this important manual is worth many times your tax deductible investment, return it within 15 days from the date you receive it and your purchase price will be refunded.

Qty.	Catalog #		Price	TOTAL
	MO990002	MANAGING SAFE DEPOSIT SERVICES	\$99.00	

Name _____

Title _____

Organization _____

Street Address _____
(For faster delivery, please use a street address, not a post office box number)

City _____ State _____ ZIP _____

Phone () _____

Fax () _____

E-mail _____

Signature _____

Subtotal	
FL Banks add 6% Sales Tax	
Shipping & Handling	\$ 11.95
TOTAL	\$ 11.95

Return order form and check to:
National Association for Bank Security
 4800 S.W. 51st Street, Suite 101
 Ft. Lauderdale, Florida 33314
www.banksecurity.com

- Check enclosed. **Payable to:**
National Association for Bank Security
- Please bill me.

Order at Once! fax (954) 327-1226