

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 3.5 — Power of Attorney	
Chapter 1 — Meaning of Terms	Chapter 3.6 — Changes in Box Status	
Section Two — Administration	Chapter 3.7 — Surrendering a Box	
Chapter 2.1 — Potential Liabilities	Chapter 3.8 — Renter Declared Incompetent	
Chapter 2.2 — Types of Contracts	Chapter 3.9 — Death of a Renter	
Chapter 2.3 — Standard Types of Rentals	Chapter 3.10 — Found Property	
Chapter 2.4 — Special Types of Renters	Chapter 3.11 — Storage	
Chapter 2.5 — Appointment of Deputies	Section Four — Risk Management – Security, Insurance and Auditing	
Chapter 2.6 — Rent Payments	Chapter 4.1 — Vaults and Daygates	
Chapter 2.7 — Recordkeeping	Chapter 4.2 — Burglar Alarms and Employee Responses	
Chapter 2.8 — Training	Chapter 4.3 — After-Burglary Procedures	
Section Three — Operations	Chapter 4.4 — Suspicious Activity Reporting	
Chapter 3.1 — Renting a Box	Chapter 4.5 — Insurance	
Chapter 3.2 — Keys	Chapter 4.6 — Auditing Guidelines	
Chapter 3.3 — Access Procedures		
Chapter 3.4 — Exit Procedures		

Distributed by 32 state bankers associations

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 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 Ohio Bankers Association Pennsylvania Bankers Assoc. Svs Corporation South Carolina Bankers Association South Dakota Bankers Association Vermont Bankers Association Virginia Bankers Association West Virginia Bankers Association Wisconsin Bankers Association Wyoming 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	\$99.00		
		Subtotal		

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 _____

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

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