

Currency & vault

Storage and transportation guidelines



To maintain the most complete coverage for high levels of currency or a safe deposit box operation, a currency vault should be used to address the risk. Credit unions should follow minimum currency vault specifications and security requirements.

Security equipment

Security equipment should be "performance tested" against a standard recognized by an independent testing laboratory such as the Underwriter's Laboratories, Inc., (UL) or the American Society for Testing and Materials (ASTM). Performance tested means:

1. the security product was actually tested (using a pre-established testing standard)
2. it passed, and
3. it was listed accordingly by the independent testing laboratory.

Walls/ceiling/floor

Vaults poured in place should equal or exceed the construction specifications for the Type 1 vault listed in the ASTM standard specifications F-1090-15 (Standard Classification for Bank and Mercantile Vault Construction). A copy of the F-1090-15 specification can be obtained by calling the ASTM customer service department (610.832.9500), writing to ASTM at 100 Barr Harbor Drive, West Conshohocken, PA 19428 - 2951, or visit their website www.astm.org.

An acceptable alternative construction to the poured-in-place concrete vault is the use of Underwriters Laboratories Inc. (UL) labeled modular vault panels Class 1, Class 2, or Class 3. A five-sided modular vault (Class 1, 2 or 3) is also acceptable if the walls are secured to the poured-in-place floor (with above specifications) as directed by the manufacturer's installation directions and specifications.

If modular construction is desired, such construction should at least equal UL's Class 1 quality as outlined in the UL #608 Standard of Safety, (Burglary Resistant Vault Doors and Modular Panels). A copy can be obtained by calling UL at 877.854.3577 (877.ULHELPS), writing to UL at 333 Pfingsten Road, Northbrook, IL 60062 or visit their website at www.ul.com.

Independent tests on steel liners indicate that upgrading vault structures using steel liner equivalencies does not approximate the protection afforded by either poured-in-place concrete or UL listed panel construction. Based on these findings, steel liners are not acceptable as a substitute for the vault specification listed above.

Vault door

UL rated Class 1, Class 2, and Class 3 doors are required. Currency vault doors should be equipped with at least a 120-hour, three movement, time lock and each vault door opening should have a lockable day gate. If the vault is used for currency storage, we recommend a separate section of the vault be physically isolated from the safe deposit box room.

The vault door should provide the same degree of protection provided by the rest of the vault structure. The same UL #608 testing standard used to rate modular vault panels is also used to rate vault doors. The Class 1, 2, or 3 rated vault doors provide the same degree of protection as the UL rated vault panels. The higher the number...the higher the rating. UL Class 1, 2, and 3 ratings also parallel the ASTM's generic vault ratings Type 1, 2, and 3. An ASTM generic vault rating should be paired with a rated UL vault door.

Vault alarm system

To provide maximum protection for safe deposit box contents, as well as reduce the liability exposure, these alarm components are required:

- **Sound Detector/seismic detector/vibration sensor** - will detect noise resulting from hammering, drilling, etc.
- **Thermo/heat detector** - detects heat resulting from torch attack
- **Door contact** - detects opening of vault door
- **Alarm control cabinet** - for adequate protection, the tamper-resistive cabinet should be positioned within the vault
- **Separate shunt** - vault alarm components should operate separately from other alarm systems (perimeter, area, etc.). This allows the vault alarm to remain active, while other systems are deactivated.

- **Backup power** - vault alarm components must be provided with at least a 48-hour, fail-safe, standby power supply in order to maintain protection during power failure. An alternative is obtaining a back-up generator.
- **Line security** - the communication link used to carry the alarm signal between the control cabinet and the off-premise reporting station (police, central station, etc.) represents the most vulnerable aspect of the alarm system. Due to current technology and available equipment, the burglar will have little difficulty circumventing low grade external line security. If a credit union desires to obtain maximum insurance coverage for high levels of currency and/or safe deposit boxes, a currency vault should be equipped with high grade external line security.

High-grade line security can be achieved with cellular back up, dedicated line, Internet Protocol (IP) and long-range radio systems when properly installed.

- Dialer/line seizure with cellular back up. The cellular should be Underwriters Laboratories Inc. (UL) rated Burglary Grade A or better. Also, the cellular should test or be tested daily for connectivity. Locate the antenna within a restricted area which is protected by alarm components capable of detecting sound, movement, and other forced entry attempts.
- Dedicated line with an Underwriters Laboratories Inc. (UL) Grade AA line security product on the line.
- Digital dialer/line seizure with Grade A or better radio backup that tests daily for connectivity.
- Internet Protocol (IP) meeting Underwriters Laboratories Inc. (UL) Encrypted High Line Security.

Note: Overnight currency limits and safe deposit box coverage limits will be available at reduced limits without alarm protection or with a substandard alarm system.

ATM security

Burglars – often believed to be part of crime gangs - are breaking into ATM kiosks, and stand-alone, off-site ATMs. Their approaches to access the ATM cash contents typically include cutting the fiber optic lines and dismantling the cellular alarm antennas; and then:

- using high-powered cutting & grinding tools
- carting away ATMs using two-wheel dollies
- pulling ATMs from the location using vehicles
- smashing ATMs with heavy equipment

This approach is often referred to as ATM smash and grab. Smash and grab style attacks of ATMs limits the actual time of attack to sometimes just 2 – 3 minutes for cash supplies to be accessed.

Off-site locations typically do not provide the same security features as your branch operations.

Consider these security and mitigation tips:

- Maintain appropriate physical and electronic protection. ATMs should provide a burglary resistive unit which is constructed in accordance with Underwriters Laboratories Inc., TL-15 specs or regulation UL 291 Level I rating for 24 hours use, CEN L, CEN I, CEN II, CEN III and CEN IV.
- Based upon dollar exposure, electronic alarm protection should be provided.
- Install these alarm components on the burglary resistive chest:
 - Door contact, heat sensor & sound detector, vibration sensor, or seismic detector.
 - Low-grade or high-grade line security
 - Audio alarm (sirens) and strobe lights
 - At least 48 hours of standby power
- Use area/perimeter protection, such as door contacts, motion detectors, and cameras within the safe area of the ATM kiosk.

- Secure stand-alone ATMs to the floor and walls to prevent the machine from being rocked from its foundation. There are several methods (e.g., securing with bolts into concrete) to anchor ATMs.
- Properly secure the ATM cabinet from forced entry and have it alarmed. In addition to having the ATM connected into your alarm system; consider an audio, strobe, and/or flashing light to minimize burglary risk.
- Install locator devices such as: GPS (satellite), GMS (cellular) and RF (radio frequency).
- Place bollards or concrete barriers around the ATM to protect against smash and grab burglaries. ATMs located on the outermost drive-thru lane or standalone on an island are often the most vulnerable.
- Install ATM guard rail barriers across the ATM.
- Install a mercury switch which detects lifting or tilting of the machine.
- Install vibration sensors to alert you if someone attempts to drill a hole in an ATM.
- Conduct simple public awareness campaigns – stickers or ATM screensavers - that explain “our ATMs are protected.” These campaigns are an inexpensive and effective form of deterrent.
- Ink staining protects valuables against unauthorized access to its contents by rendering it unusable by marking all the cash as stolen by the degradation agent when an attempted attack on the system is detected.
- Use deterrents, such as ink staining and/or GlueFusion, that protects cash contents against unauthorized access and renders it unusable.

ATMs, cash dispensers, cash recyclers, and interactive teller machines (ITMs)

| ATMs, cash dispensers, cash recyclers, and interactive teller machines (ITMs) | Location: on premises/ off premises | No alarm or substandard alarm | a) Low-grade external line security & b) Door contact, heat sensor & sound detector, vibration sensor, or seismic detector c) At least 48 hours of standby power or backup generator | a) High-grade external line security & b) Door contact, heat sensor & sound detector, vibration sensor, or seismic detector c) At least 48 hours of standby power or backup generator |
|---|-------------------------------------|-------------------------------|--|---|
| ATMs and cash dispensers/cash recyclers (UL 291 level 1 or 2 rating for 24-hour use) | On premises | \$200,000 | \$250,000 | \$350,000 |
| | Off premises | N/A | \$200,000 | \$200,000 |
| "Business hour" use ATMs must have UL 291 rating (maximum of 2 units per location). Must be on premises | On premises | \$5,000 | \$15,000 | \$30,000 |
| | Off premises | \$5,000 | \$15,000 | \$30,000 |
| ATMs and cash dispensers/cash recyclers with CEN L/CEN I rated money chest | On premises | \$250,000 | \$300,000 | \$350,000 |
| | Off premises | N/A | \$200,000 | \$200,000 |
| ATMs and cash dispensers/cash recyclers with CEN II rated money chest | On premises | \$300,000 | \$350,000 | \$400,000 |
| | Off premises | N/A | \$200,000 | \$200,000 |
| ATMs & cash dispensers/ cash recyclers with CEN III/CEN IV rated money chest | On premises | \$350,000 | \$400,000 | \$450,000 |
| | Off premises | N/A | \$200,000 | \$200,000 |

Record storage equipment

| Type of record storage equipment | Cash item limits |
|---|---|
| Fire-resistive file or record safe (no relock) | Combined maximum of \$15,000 (currency not to exceed \$5,000) |
| Record safe (with relock) Record vault (with relock) | Combined maximum of \$20,000 (currency not to exceed \$10,000) |
| Record safe within record vault (both with relock) | Combined maximum of \$40,000 (currency not to exceed \$20,000) |

Currency transportation guidelines

Guidelines apply to a reasonable crime rate area. Limits can be more restrictive.

| Method used | Limit |
|---|----------------|
| One or more credit union employee(s) | \$50,000 |
| One employee accompanied by an armed guard ¹ | \$100,000 |
| Armored car | Over \$100,000 |

¹ The armed guard should be uniformed and have the proper license and training as required by state or local regulations and employed by a security guard service under a written contract with the credit union containing an indemnification/hold harmless clause in favor of the credit union. Ensure the security guard service has general liability insurance to which the credit union is added as an additional insured.

Armored car service

Consider an armored car service for currency deliveries, deposits and servicing ATMs. Insurance protection is typically available through the courier to cover robbery losses while the currency is transported. The amount of insurance should cover the maximum amount of cash that is being transported.

Although much of the robbery risk is transferred to the armored car service, you should identify courier personnel before relinquishing any currency/deposits and lock delivered currency securely in a safe/vault before in the presence of courier personnel.

Money safes, currency vaults, night depositories, cash dispensers & cash recyclers

| Underwriter's Laboratories, Inc. (UL) rated money safes, and currency vaults | No alarm or substandard alarm | a) Low-grade external line security & b) Door contact, heat sensor & sound detector, vibration sensor, or seismic detector c) At least 48 hours of standby power or backup generator | a) High-grade external line security & b) Door contact, heat sensor & sound detector, vibration sensor, or seismic detector c) At least 48 hours of standby power or backup generator |
|--|-------------------------------|--|---|
| TL-15 | \$450,000 | \$525,000 | \$600,000 |
| TL-15x6 | \$450,000 | \$675,000 | \$750,000 |
| TL-30 | \$600,000 | \$675,000 | \$750,000 |
| TL-30x6 | \$600,000 | \$750,000 | \$900,000 |
| TRTL-15x6 | \$750,000 | \$900,000 | \$1.2 million |
| TRTL-30 | \$750,000 | \$900,000 | \$1.2 million |
| TRTL-30x6 | \$1,000,000 | \$1,250,000 | \$1.5 million ² |
| Currency vaults Class I, II, or III | \$1,000,000 | \$1,250,000 | \$1.5 million ² |
| TL-15 or better night depository | \$150,000 | \$250,000 | \$350,000 |

² Higher limits can apply with underwriting approval

Looking for additional insights?



- Access the **Business Protection Resource Center** (User ID & password required) for exclusive risk resources to assist with your loss control efforts.
- If you'd like to discuss this risk in more detail, simply schedule a no-cost 1:1 discussion with a TruStage™ Risk Consultant by contacting us at riskconsultant@trustage.com or at **800.637.2676**.

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