

FEDERAL RESERVE BANK OF DALLAS

DALLAS, TEXAS 75222

Circular No. 69-14  
January 16, 1969

REGULATION P

MINIMUM SECURITY DEVICES AND PROCEDURES  
FOR FEDERAL RESERVE BANKS AND STATE MEMBER BANKS

To All State Member Banks  
in the Eleventh Federal Reserve District:

Attached is a press release of the Board of Governors of the Federal Reserve System announcing its rules implementing the Bank Protection Act of 1968. The rules, designated Regulation P, cover member State banks and Federal Reserve Banks and their branches. Also attached is a copy of the Regulation.

Yours very truly,

P. E. Coldwell

President

Attachments (2)



# FEDERAL RESERVE

## press release

For release in morning papers of  
Tuesday, January 14, 1969.

January 13, 1969.

The Federal Reserve Board announced today its rules implementing the Bank Protection Act of 1968 covering State banks that are members of the Federal Reserve System as well as Federal Reserve Banks and their branches. The rules, designated Regulation P, are effective immediately under terms of Public Law 90-389 (signed July 7, 1968) enacted to discourage crimes against financial institutions and to assist in the apprehension of perpetrators of such crimes.

The Federal Reserve Regulation is based on preliminary proposals released for public comment on November 6, 1968. The final version is the result of extensive consultation with the banking community, law enforcement officials, insurance representatives and security equipment specialists as well as among the four agencies charged with enforcing the Bank Protection Act (the Federal Reserve Board, the Federal Deposit Insurance Corporation, the Comptroller of the Currency and the Federal Home Loan Bank Board).

Pursuant to the statute, the new Regulation:

(1) Provides minimum standards for security devices and procedures both to discourage robberies, burglaries and larcenies involving financial institutions and to facilitate the identification and apprehension of persons who commit such crimes;

(2) establishes time limits for compliance and procedures for reporting on compliance, as required by statute; and

(3) assures flexibility in application of such standards to accommodate differing circumstances of individual banking offices (such as size of assets at stake and degree of risk at particular offices).

The Bank Protection Act originated in response to public concern over the steady rise in crimes against financial institutions during the past 15 years. Testimony before Congress prior to enactment of the statute indicated that bank robberies have risen more rapidly than other types of robberies. For instance, Federal Bureau of Investigation statistics showed that between 1960 and 1966, bank robberies increased 154 per cent (in contrast with gas station hold-ups, which increased 80 per cent, and street robberies, which increased 43 per cent). Latest FBI data estimate there were approximately 2,658 violations of Federal bank robbery statutes during 1968 compared with 2,551 in 1967, 1,871 in 1966 and 526 in 1953. These totals include armed robbery, burglary and larceny. Armed robbery alone accounted for 1,806 violations in 1968, compared with 1,730 in 1967, 1,164 in 1966 and 248 in 1953.

In 1967 -- the latest year for which detailed FBI information is available -- total financial losses to banking institutions due to robberies, burglaries and larcenies exceeded \$15 million. Even more important, during the same year 23 persons were killed and 61 were injured in the course of bank robberies.

The main objective of the new Act and implementing Regulation is to identify minimum protection standards for deterring such crimes and to provide appropriate methods for confirming compliance. The Regulation, which affects some 1,200 main offices and 3,500 branches of State member banks, requires each State member bank to develop a security program and provide for its administration in specified stages.

The Regulation gives State member banks until February 15, 1969, to designate a security officer to administer the protection program for each bank. On or before March 15, 1969, each bank must file a report (Form P-1) on its existing protection facilities. On or before July 15, 1969, each bank must develop a written program, approved by its board of directors, based on nine minimum procedural requirements listed in the Regulation. (These range from establishing schedules for inspection, testing and servicing of the bank's security equipment to providing for training, and periodic retraining, of employees in how to follow the security procedures.) Banks are required to file a copy of their program with the appropriate district Federal Reserve Bank. By January 1, 1970, the bank must survey its security needs in each banking office and provide for installation, maintenance and operation of a vault area lighting system, tamper-resistant exterior door and window locks, an alarm system or other appropriate device for promptly notifying the nearest responsible law enforcement officers, and such other devices as the bank security officer shall determine appropriate after seeking the advice of local law enforcement officers. On the last business day of

June in 1970 and annually thereafter a certification of compliance must be filed with the district Federal Reserve Bank by the president, cashier or other managing officer of the bank.

An Appendix to the Regulation sets forth minimum standards for installation, maintenance and operation of security devices, generally as consistent with the individual banks' circumstances.

In its section on "implementation," the Regulation states: "It is appropriate for banking offices in areas with a high incidence of crime to install many devices which would not be practicable because of costs for small banking offices in areas substantially free of crimes against financial institutions."

The Regulation lists six considerations relevant to what devices are appropriate, and also makes provision for use of improved measures that become available as technological change occurs.

The Regulation requires filing of a special crime report (Form P-2) after any attempted robbery, burglary or larceny.

Under terms of section 5 of the Bank Protection Act, violation carries a civil penalty not exceeding \$100 per day of violation.

The complete text of Regulation P, two Appendices and Forms P-1 and P-2 are attached.

PART 216 -- MINIMUM SECURITY DEVICES AND PROCEDURES  
FOR FEDERAL RESERVE BANKS AND STATE MEMBER BANKS

Sec.

- 216.0 Scope of Part.
- 216.1 Definitions.
- 216.2 Designation of security offices.
- 216.3 Security devices.
- 216.4 Security procedures.
- 216.5 Filing of reports.
- 216.6 Corrective action.
- 216.7 Applicability to Federal Reserve Banks.
- 216.8 Penalty provision.
- Appendix A Minimum standards for security devices.
- Appendix B Proper employee conduct during and after a robbery.

AUTHORITY: The provisions of this Part 216 issued under sec. 3, 82 Stat. 295. Interpret or apply sec. 1, 2, 3, 4, 5, 82 Stat. 294, 295.

SECTION 216.0 -- SCOPE OF PART

Pursuant to the authority conferred upon the Board of Governors of the Federal Reserve System by section 3 of the Bank Protection Act of 1968 (82 Stat. 295) with respect to State banks which are members of the Federal Reserve System and to Federal Reserve Banks<sup>1/</sup> the rules contained in this Part --

- (a) establish minimum standards for the installation, maintenance, and operation of security devices and procedures to discourage robberies, burglaries, and larcenies and to assist in the identification and apprehension of persons who commit such acts;
- (b) establish time limits for compliance; and
- (c) require the submission of reports.

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<sup>1/</sup> See section 216.7 regarding the applicability of this Part to Federal Reserve Banks.

SECTION 216.1 -- DEFINITIONS

For the purposes of this Part -

(a) The term "State member bank" means any bank that is a member of the Federal Reserve System (other than a national bank or a District of Columbia bank).

(b) The term "banking hours" means the time during which a banking office is open for the normal transaction of business with the banking public.

(c) The term "banking office" includes the main office of any State member bank and any branch thereof.

(d) The term "branch" includes any branch bank, branch office, branch agency, additional office, or any branch place of business located in any State of the United States or in any Territory of the United States, Puerto Rico, Guam, or the Virgin Islands at which deposits are received or checks paid or money lent.

(e) The term "Board" means the Board of Governors of the Federal Reserve System.

(f) The term "teller's station or window" means a location in a banking office at which bank customers routinely conduct transactions with the bank which involve the exchange of funds, including a walk-up or drive-in teller's station or window.

SECTION 216.2 -- DESIGNATION OF SECURITY OFFICER

On or before February 15, 1969 (or within thirty days after a State bank becomes a member of the Federal Reserve System, whichever is later),

the board of directors of each State member bank shall designate an officer or other employee of the bank who shall be charged, subject to supervision by the bank's board of directors, with responsibility for the installation, maintenance, and operation of security devices and for the development and administration of a security program which equal or exceed the standards prescribed by this part.

SECTION 216.3 -- SECURITY DEVICES

(a) Installation, maintenance, and operation of appropriate security devices. Before January 1, 1970 (or within thirty days after a State bank becomes a member of the Federal Reserve System, whichever is later), the security officer of each State member bank, under such directions as shall be given him by the bank's board of directors, shall survey the need for security devices in each of the bank's banking offices and shall provide for the installation, maintenance, and operation, in each such office, of --

(1) a lighting system for illuminating, during the hours of darkness, the area around the vault, if the vault is visible from outside the banking office;

(2) tamper-resistant locks on exterior doors and exterior windows designed to be opened;

(3) an alarm system or other appropriate device for promptly notifying the nearest responsible law enforcement officers of an attempted or perpetrated robbery or burglary; and

(4) such other devices as the security officer, after seeking the advice of law enforcement officers, shall determine to be



appropriate for discouraging robberies, burglaries, and larcenies and for assisting in the identification and apprehension of persons who commit such acts.

(b) Considerations relevant to determining appropriateness. For the purposes of subparagraph (4) of paragraph (a) of this section, considerations relevant to determining appropriateness include, but are not limited to --

(1) the incidence of crimes against the particular banking office and/or against financial institutions in the area in which the banking office is or will be located;

(2) the amount of currency or other valuables exposed to robbery, burglary, or larceny;

(3) the distance of the banking office from the nearest responsible law enforcement officers and the time required for such law enforcement officers ordinarily to arrive at the banking office;

(4) the cost of the security devices;

(5) other security measures in effect at the banking office; and

(6) the physical characteristics of the banking office structure and its surroundings.

(c) Implementation. It is appropriate for banking offices in areas with a high incidence of crime to install many devices which would not be practicable because of costs for small banking offices in areas substantially free of crimes against financial institutions. Each bank shall consider the appropriateness of installing, maintaining, and operating security devices which are expected to give a general level of bank protection at least equivalent to the standards described in Appendix A

of this part. In any case in which (on the basis of the factors listed in section 216.3(b) or similar ones, the use of other measures, or the decision that technological change allows the use of other measures judged to give equivalent protection) it is decided not to install, maintain, and operate devices at least equivalent to these standards, the bank shall preserve in its records a statement of the reasons for such decision and forward a copy of that statement to the Federal Reserve Bank for the District in which its main office is located.

#### SECTION 216.4 -- SECURITY PROCEDURES

(a) Development and administration. On or before July 15, 1969 (or within thirty days after a State bank becomes a member of the Federal Reserve System, whichever is later), each State member bank shall develop and provide for the administration of a security program to protect each of its banking offices from robberies, burglaries, and larcenies and to assist in the identification and apprehension of persons who commit such acts. This security program shall be reduced to writing, approved by the bank's board of directors, and retained by the bank in such form as will readily permit determination of its adequacy and effectiveness, and a copy shall be filed with the Federal Reserve Bank for the District in which the main office of the bank is located.

(b) Contents of security programs. Such security programs shall --

(1) provide for establishing a schedule for the inspection, testing, and servicing of all security devices installed in each banking office; provide for designating the officer or other employee who shall be responsible for seeing that such devices are inspected, tested, serviced, and kept in good working order; and require such officer or other employee to keep a record of such inspections, testings, and servicings;

(2) require that each banking office's currency be kept at a reasonable minimum and provide procedures for safely removing excess currency;

(3) require that the currency at each teller's station or window be kept at a reasonable minimum and provide procedures for safely removing excess currency and other valuables to a locked safe, vault, or other protected place;

(4) require that the currency at each teller's station or window include "bait" money, i.e., used Federal Reserve notes, the denominations, banks of issue, serial numbers, and series years of which are recorded, verified by a second officer or employee, and kept in a safe place;

(5) require that all currency, negotiable securities, and similar valuables be kept in a locked vault or safe during nonbusiness hours, that the vault or safe be opened at the latest time practicable before banking hours, and that the vault or safe be locked at the earliest time practicable after banking hours;

(6) provide, where practicable, for designation of a person or persons to open each banking office and require him or them to inspect the premises, to ascertain that no unauthorized persons are present, and to signal other employees that the premises are safe before permitting them to enter;

(7) provide for designation of a person or persons who will assure that all security devices are turned on and are operating during the periods in which such devices are intended to be used;

(8) provide for designation of a person or persons to inspect, after the closing hour, all areas of each banking office where currency, negotiable securities, or similar valuables are normally handled or stored in order to assure that such currency, securities, and valuables have been put away, that no unauthorized persons are present in such areas, and that the vault or safe and all doors and windows are securely locked; and

(9) provide for training, and periodic retraining, of employees in their responsibilities under the security program, including the proper use of security devices and proper employee conduct during and after a robbery, in accordance with the procedures listed in Appendix B of this Part.

#### SECTION 216.5 -- FILING OF REPORTS

(a) Compliance reports. As of the last business day in June of 1970, and as of the last business day in June of each calendar year thereafter, each State member bank shall file with the Federal Reserve Bank for the District in which its main office is located a statement certifying to its compliance with the requirements of this Part. The statement shall be dated and signed by the president, or cashier, or other managing officer of the bank and may be in a form substantially as follows:

"I hereby certify, to the best of my knowledge and belief, that this bank has developed and administers a security program that equals or exceeds the standards prescribed by § 216.4 of Regulation P; that such security program has been reduced to writing, approved by the bank's board of directors, and retained by the bank in such form as will readily permit determination of its adequacy and effectiveness; and that the bank security officer, after seeking the advice of law enforcement officers, has provided for the installation, maintenance, and operation of appropriate security devices, as prescribed by § 216.3 of Regulation P, in each of the bank's banking offices."

(b) Reports on security devices. - On or before March 15, 1969, and upon such other occasions as the Board may specify, each State member bank shall file with the Federal Reserve Bank for the District in which it is located a report on Form P-1 (in duplicate) for each of its offices that is subject to this Part.

(c) External crime reports. - Each time a robbery, burglary, or nonbank-employee larceny is perpetrated or attempted at a banking office operated by a State member bank, the bank shall, within a reasonable time, file a report in conformity with the requirements of Form P-2. One copy of such report shall be filed with the appropriate State supervisory authority and three copies of such report shall be filed with the Federal Reserve Bank for the District in which the head office of the reporting bank is located.

(d) Special reports. Each State member bank shall file such other reports as the Board may require.

#### SECTION 216.6 -- CORRECTIVE ACTION

Whenever the Board determines that the security devices or procedures used by a State member bank are deficient in meeting the requirements of this Part, or that the requirements of this Part should be varied in the circumstances of a particular banking office, it may take or require the bank to take necessary corrective action. If the Board determines that such corrective action is appropriate or necessary, the bank will be so notified and will be furnished a statement of what the bank must do to comply with the requirements of this Part.

#### SECTION 216.7 -- APPLICABILITY TO FEDERAL RESERVE BANKS

The provisions of this Part apply to each Federal Reserve Bank and its branches<sup>2/</sup>, except that reports and other writings required or permitted to be filed by a State member bank with the Federal Reserve Bank for the District in which it is located must, in the case of a Federal Reserve Bank, be filed with the Board; provided, however, that the applicability of the Bank Protection Act of 1968 and of this Part to Federal Reserve Banks and their branches does not preclude the Board from requiring, by virtue of its authority under other provisions of law, that Federal Reserve Banks and their branches comply with higher standards respecting the installation, maintenance, and operation of security devices and procedures than those that are prescribed by this Part.

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<sup>2/</sup> A branch of a Federal Reserve Bank means an office established pursuant to section 3 of the Federal Reserve Act (12 U.S.C. § 521).

SECTION 216.8 -- PENALTY PROVISION

Pursuant to Section 5 of the Bank Protection Act of 1968, a State member bank or Federal Reserve Bank that violates any provision of this Part shall be subject to a civil penalty not to exceed \$100 for each day of the violation.

## APPENDIX A

### Minimum Standards for Security Devices

(1) Surveillance systems -- (i) General. Surveillance systems should be:

(A) equipped with one or more photographic, recording, monitoring, or like devices capable of reproducing images of persons in the banking office with sufficient clarity to facilitate (through photographs capable of being enlarged to produce a one-inch vertical head-size of persons whose images have been reproduced) the identification and apprehension of robbers or other suspicious persons;

(B) reasonably silent in operation;

(C) so designed and constructed that necessary services, repairs, or inspections can readily be made.

Any camera used in such a system should be capable of taking at least one picture every two seconds and, if it uses film should contain enough unexposed film at all times to be capable of operating for not less than three minutes, and the film should be at least 16mm.

(ii) Installation, maintenance, and operation of surveillance systems providing surveillance of other than walk-up or drive-in teller's stations or windows. Surveillance devices for other than walk-up or drive-in windows should be:

(A) Located so as to reproduce identifiable images of persons either leaving the banking office or in a position to transact business at each such station or window; and

(B) capable of activation by initiating devices located at each teller's station.



(iii) Installation, maintenance, and operation of surveillance systems providing surveillance of walk-up or drive-in teller's stations or windows. Surveillance devices for walk-up and drive-in teller's stations or windows should be located in such a manner as to reproduce identifiable images of persons in a position to transact business at each such station or window and areas of such station or window that are vulnerable to robbery or larceny. Such devices should be capable of activation by one or more initiating devices located within or in close proximity to such station or window. Such devices could be omitted in the case of walk-up or drive-in teller's station or window in which the teller is effectively protected by a bullet-resistant barrier from persons outside the station or window, but if the teller is vulnerable to larceny or robbery by members of the public who enter the banking office, the teller should have access to a device to activate a surveillance system that covers the area of vulnerability or the exits to the banking office.

(2) Robbery alarm systems. A robbery alarm should be provided for each banking office at which the police ordinarily can arrive within five minutes after an alarm is activated. Robbery alarm systems should be:

(i) designed to transmit to the police, either directly or through an intermediary, a signal (not detectable by unauthorized persons) indicating that a crime against the banking office has occurred or is in progress;

(ii) capable of activation by initiating devices located at each teller's station (except walk-up or drive-in teller's stations or windows in which the teller is effectively protected by a bullet-resistant

barrier and effectively isolated from persons, other than fellow employees, inside a banking office of which such station or window may be a part);

(iii) safeguarded against accidental transmission of an alarm;

(iv) equipped with a visual and audible signal capable of indicating improper functioning of or tampering with the system; and

(v) equipped with an independent source of power (such as a battery) sufficient to assure continuously reliable operation of the system for at least twenty-four hours in the event of failure of the usual source of power.

(3) Burglar alarm systems. Burglar alarm systems should be:

(i) capable of detecting promptly an attack on the outer door, walls, floor or ceiling of each vault, and each safe not stored in a vault, in which currency, negotiable securities, or similar valuables are stored when the office is closed, and any attempt to move any such safe;

(ii) designed to transmit, to the police, either directly or through an intermediary, a signal (not detectable by unauthorized persons) indicating that any such attempt is in progress; and in the case of a banking office at which the police ordinarily cannot arrive within five minutes after an alarm is activated, designed to activate a loud sounding bell or other device that is audible inside the banking office and for a distance of approximately 500 feet outside the banking office;

(iii) safeguarded against accidental transmission of an alarm;

(iv) equipped with a visual and audible signal, capable of indicating improper functioning of or tampering with the system; and

(v) equipped with an independent source of power (such as a battery) sufficient to assure continuously reliable operation of the system for at least eighty hours in the event of failure of the usual source of power.

(4) Walk-up and drive-in teller's stations or windows. Walk-up and drive-in teller's stations or windows contracted for after February 15, 1969, should be constructed in such a manner that tellers are effectively protected by bullet-resistant barriers from robbery or larceny by persons outside such stations or windows. Such barriers should be of glass at least one and three-sixteenths inches thick,<sup>1/</sup> or of material of at least equivalent bullet-resistance. Pass-through devices should be designed and constructed as not to afford a person outside the station a direct line of fire at a person inside the station.

(5) Vaults, safes, and night depositories. Vaults and safes (if not to be stored in a vault) in which currency, negotiable securities, or similar valuables are to be stored when the office is closed, and night depositories, contracted for after February 15, 1969, should meet or exceed the following standards:

(A) Vaults. -- Vault walls, roof and floor contracted for after February 15, 1969, should be made of steel-reinforced concrete, at least 18 inches thick; vault doors should be made of steel or other drill and torch-resistant material, at least three and one-half inches thick, and

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<sup>1/</sup> It should be emphasized that this thickness is merely bullet-resistant and not bullet-proof.

be equipped with a dial combination lock and a time lock and a substantial, lockable day-gate; or vaults and vault doors should be constructed of materials that afford at least equivalent burglary-resistance.

(B) Safes. -- Safes contracted for after February 15, 1969, should weigh at least 750 pounds empty, or be securely anchored to the premises where located. The door should be equipped with a combination lock, and with a relocking device that will effectively lock the door if the combination lock is punched. The body should consist of steel, at least one inch in thickness, with an ultimate tensile strength of 50,000 pounds per square inch, either cast or fabricated, and be fastened in a manner equal to a continuous one-fourth inch penetration weld having an ultimate tensile strength of 50,000 pounds per square inch. One hole not exceeding 3/16-inch diameter may be provided in the body to permit insertion of electrical conductors, but should be located so as not to permit a direct view of the door or locking mechanism. The door should be made of steel that is at least one and one-half inches thick, and at least equivalent in strength to that specified for the body; or safes should be constructed of materials that afford at least equivalent burglary-resistance.

(C) Night depositories. -- Night depositories (excluding envelope drops not used to receive substantial amounts of currency) contracted for after February 15, 1969, should consist of a receptacle chest having cast, or welded, steel walls, top and bottom, at least one inch thick; a combination locked steel door at least one and one-half inches thick;

and a chute, made of steel that is at least one inch thick, securely bolted or welded to the receptacle and to a depository entrance of strength similar to the chute; or night depositories should be constructed of materials that afford at least equivalent burglary-resistance. The depository entrance should be equipped with a lock. Night depositories should be equipped with a burglary alarm and be designed to protect against the "fishing" of a deposit from the deposit receptacle, and to protect against the "trapping" of a deposit for extraction.

Each device mentioned in this Appendix should be installed and regularly inspected, tested, and serviced by competent persons, so as to assure realization of its maximum performance capabilities. Activating devices for surveillance systems and robbery alarms should be operable with the least risk of detection by unauthorized persons that can be practicably achieved.

## APPENDIX B

### Proper Employee Conduct During and After a Robbery

With respect to proper employee conduct during and after a robbery, employees should be instructed:

- (1) to avoid actions that might increase danger to themselves or others;
- (2) to activate the robbery alarm system and the surveillance system during the robbery, if it appears that such activation can be accomplished safely;
- (3) to observe the robber's physical features, voice, accent, mannerisms, dress, the kind of weapon he has, and any other characteristics that would be useful for identification purposes;
- (4) that if the robber leaves evidence (such as a note) try to put it aside and out of sight, if it appears that this can be done safely; retain the evidence, do not handle it unnecessarily, and give it to the police when they arrive; and refrain from touching, and assist in preventing others from touching, articles or places the robber may have touched or evidence he may have left, in order that fingerprints of the robber may be obtained;
- (5) to give the robber no more money than the amount he demands, and include "bait" money in the amount given;
- (6) that if it can be done safely, observe the direction of the robber's escape and the description and license plate number of the vehicle used, if any;

(7) to telephone the local police, if they have not arrived, and the nearest office of the Federal Bureau of Investigation, or inform a designated officer or other employee who has this responsibility, that a robbery has been committed;

(8) that if the robber leaves before the police arrive, assure that a designated officer or other employee waits outside the office, if it is safe to do so, to inform the police when they arrive that the robber has left;

(9) to attempt to determine the names and addresses of other persons who witnessed the robbery or the escape, and request them to record their observations or to assist a designated officer or other employee in so doing;

(10) to refrain from discussing the details of the robbery with others before recording the observations respecting the robber's physical features and other characteristics as hereinabove described and the direction of escape and description of vehicle used, if any.

BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM

FORM P-2

REPORT OF CRIME

Pursuant to the Bank Protection Act of 1968 and  
Section 216.5(c) of Regulation P

This report must be filed within a reasonable time after a robbery, burglary or non-employee larceny is perpetrated or attempted at an office of a State member bank that is subject to Regulation P. One copy of the report must be filed with the appropriate State supervisory authority and copies must be filed with the Federal Reserve Bank for the District in which the main office of the reporting bank is located.

(Mark or enter the appropriate information. Leave blank non-applicable items.)

1. Name and address of bank head office: Bank Code #  
(do not use)
2. If crime being reported occurred at a branch office, give name and address: Bank Code #  
(do not use)
3. Type of Crime:
  - a. ☐ Robbery.
  - b. ☐ Burglary.
  - c. ☐ Non-employee larceny.
4. \_\_\_\_\_ 19\_\_ Date of crime.
5. \_\_\_\_\_ Day of week.
6. \_\_\_\_\_ Time of day. (If actual not known, estimate)
7. Amount of loss:
  - a. \$ \_\_\_\_\_ Currency loss.
  - b. \$ \_\_\_\_\_ Securities loss.
  - c. \$ \_\_\_\_\_ Damage to bank property. (May be estimated)
  - d. \$ \_\_\_\_\_ Other, specify \_\_\_\_\_



8. ☐ Number of robbers participating in crime.
9. Weapons:
  - a. ☐ Robbers had weapons or it appeared they may have had weapons. Specify kind \_\_\_\_\_
  - b. ☐ There was no evidence of weapons.
  - c. ☐ Other intimidation was used. Specify \_\_\_\_\_
10. Were robbers wearing masks or otherwise disguised?
  - a. ☐ No.
  - b. ☐ Yes. Indicate how \_\_\_\_\_
11. Was a description of the robbers obtained and recorded?
  - a. ☐ Yes.
  - b. ☐ No. Why? \_\_\_\_\_
12. Was a description and/or license number of vehicle(s) obtained?
  - a. ☐ Yes.
  - b. ☐ No. Why? \_\_\_\_\_
13. ☐ Estimated minutes between beginning and end of robbery.
14. Modus Operandi:
  - a. ☐ Robber(s) passed a note to teller demanding money.
  - b. ☐ Robber(s) vocally demanded money.
  - c. ☐ Robber(s) subdued employees and took money from containers.
  - d. ☐ Other, specify \_\_\_\_\_
15. Harm to persons:
  - a. ☐ Neither employees nor customers were physically harmed.
  - b. ☐ Persons were harmed. Give details \_\_\_\_\_
16. A hostage or threat of holding a hostage was used:
  - a. ☐ No.
  - b. ☐ Yes. Give details \_\_\_\_\_
17. Was cash or valuables taken from other than teller drawers?
  - a. ☐ No.
  - b. ☐ Yes. Specify \_\_\_\_\_
18. Was "bait" money given out or taken during the robbery and was the identification of this money furnished to the law enforcement officers?
  - a. ☐ Yes.
  - b. ☐ No. Why? \_\_\_\_\_

D. Operation

1. Method of activation (check all applicable items)
  - a. ☐ Automatic and continuous
  - b. ☐ Activating device at each teller position
  - c. ☐ Other, specify \_\_\_\_\_
2. Audibility of system when in operation
  - a. ☐ Relatively silent so as not to attract attention
  - b. ☐ Readily audible
3. Visible to public view?
  - a. ☐ Yes
  - b. ☐ No
4. Public informed through decals or other means of use of surveillance system?
  - a. ☐ Yes
  - b. ☐ No

E. Installation and maintenance

1. Installation by
  - a. ☐ Equipment supplier
  - b. ☐ Central station alarm service
  - c. ☐ Other, specify \_\_\_\_\_
2. Maintenance by
  - a. ☐ Bank employee
  - b. ☐ Installer
  - c. ☐ Other, specify \_\_\_\_\_

V. ACCESSIBILITY OF LAW ENFORCEMENT OFFICERS

(In developing this information, it may be necessary to consult with local law enforcement officials.)

- A. \_\_\_\_\_ Distance from banking office to nearest local law enforcement station having jurisdiction.
- B. \_\_\_\_\_ Estimate of shortest time within which enforcement officers could be expected to arrive at banking office after being summoned.

## VI. ALARM SYSTEMS

### A. Installation

1. ☐ By equipment supplier
2. ☐ By central station alarm company
3. ☐ By other, specify \_\_\_\_\_

### B. Signal transmission method

1. ☐ Wires or cables
2. ☐ Wireless equipment (for some or all signals)
3. Means to instantly indicate circuit failure, malfunction or tampering attempts in system?
  - a. ☐ Yes
  - b. ☐ No.
4. Emergency power supply for use in case of failure of regular power supply
  - a. ☐ Yes
  - b. ☐ No

### C. Reporting location for alarms

1. ☐ At central station alarm company that is in service 24 hours per day
2. ☐ At local law enforcement office that is in service 24 hours per day
3. ☐ Other, specify \_\_\_\_\_

### D. Activation of robbery alarms

1. ☐ At teller stations
2. ☐ Elsewhere, specify \_\_\_\_\_

### E. Does burglary alarm system have a loud bell outside the banking office?

1. ☐ Yes
2. ☐ No

### F. Can activating devices be unobstrusively operated?

1. ☐ Yes
2. ☐ No

### G. Door-type, window-type, or other intrusion detection alarms

1. ☐ Yes, specify type \_\_\_\_\_
2. ☐ No
3. Noise-generating device audible outside banking office?
  - a. ☐ Yes
  - b. ☐ No

## VII. VAULTS AND SAFES

### A. Vault construction

#### 1. Material

- a. ☐ Concrete and steel, thickness  (in inches)  
b. ☐ Other, specify  and thickness  (in inches)

#### 2. Thickness of vault doors (in inches)

### B. Vault equipment

#### 1. Combination dial locks

- a. ☐ Yes  
b. ☐ No

#### 2. "Time" lock

- a. ☐ Yes  
b. ☐ No

#### 3. Lockable day-gate

- a. ☐ Yes  
b. ☐ No

#### 4. Alarm

- a. ☐ Yes  
b. ☐ No

### C. If vault is visible from outside office, is it in illuminated area?

- a. ☐ Yes  
b. ☐ No

### D. Safes

#### 1. Construction in conformance with standards in Appendix A?

- a. ☐ Yes  
b. ☐ No

#### 2. Alarm

- a. ☐ Yes  
b. ☐ No

## VIII. OTHER SECURITY DEVICES

### A. Night depository

#### 1. Alarm

- a. ☐ Yes  
b. ☐ No

#### 2. Construction

- a. ☐ In conformance with standards in Appendix A  
b. ☐ Other, specify

B. Safe deposit boxes

a. ☐ Yes

b. ☐ No

C. Are all exterior doors and windows that can be opened equipped with tamper-resistant locks?

a. ☐ Yes

b. ☐ No

Signature \_\_\_\_\_

Name (type) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM

FORM P-1

REPORT ON SECURITY DEVICES

Pursuant to the Bank Protection Act of 1968 and  
Section 216.5(b) of Regulation P.

Each State member bank must file this report in duplicate with  
the Federal Reserve Bank for the District in which it is located at the  
times provided for in section 216.5(b) of Regulation P (12 CFR § 216.5(b)).

I. PHYSICAL SPECIFICATIONS OF BANKING OFFICE

Name of bank \_\_\_\_\_

Name and address  
of reporting  
office \_\_\_\_\_

- 1.\* \_\_\_\_\_ Dimensions of lobby (banking floor)
2. \_\_\_\_\_ Number of entrances or exits to lobby
3. Number of teller stations  
\_\_\_\_\_ Serving lobby  
\_\_\_\_\_ Walk-up or drive-in stations or windows
4. Design of inside teller stations
  - a. \_\_\_\_\_ Open style, low partition
  - b. \_\_\_\_\_ Closed, with open grill barriers
  - c. \_\_\_\_\_ Protected with bullet-resistant materials
  - d. \_\_\_\_\_ Other, specify \_\_\_\_\_
5. Design of walk-up or drive-in teller windows
  - a. \_\_\_\_\_ Protected by bullet-resistant materials
  - b. \_\_\_\_\_ Protected by camera
  - c. \_\_\_\_\_ Protected by alarms
  - d. \_\_\_\_\_ Not protected by any of these
6. Location (check one only)
  - a. \_\_\_\_\_ Center city
  - b. \_\_\_\_\_ Suburban
  - c. \_\_\_\_\_ Town
  - d. \_\_\_\_\_ Rural
  - e. \_\_\_\_\_ Other, specify \_\_\_\_\_

\* Leave nonapplicable items blank.

## II. CRIMES AGAINST REPORTING OFFICE

1. Robberies or attempted robberies
  - a. \_\_\_\_\_ During last 5 years (answer only if initial report)
  - b. \_\_\_\_\_ Since last P-1 report
2. Burglaries or attempted burglaries
  - a. \_\_\_\_\_ During last 5 years (answer only if initial report)
  - b. \_\_\_\_\_ Since last P-1 report
3. Nonemployee larcenies or attempted larcenies
  - a. \_\_\_\_\_ During last 5 years (answer only if initial report)
  - b. \_\_\_\_\_ Since last P-1 report

## III. ARMED GUARD PROTECTION

1. In lobby during banking hours
  - a. \_\_\_\_\_ Yes                      Number \_\_\_\_\_
  - b. \_\_\_\_\_ No
2. In office during nonbusiness hours
  - a. \_\_\_\_\_ Yes                      Number \_\_\_\_\_
  - b. \_\_\_\_\_ No

## IV. SURVEILLANCE SYSTEM

- A. Type of equipment
  1. \_\_\_\_\_ Photographic camera                      Number used \_\_\_\_\_
  2. \_\_\_\_\_ Television cameras and recorders-Number of TV cameras used \_\_\_\_\_
  3. \_\_\_\_\_ Other, specify type and number \_\_\_\_\_
- B. Specifications
  1. Size of film, if applicable
    - a. \_\_\_\_\_ 16 mm. or larger
    - b. \_\_\_\_\_ Other, specify \_\_\_\_\_
  2. Photographing capabilities
    - a. \_\_\_\_\_ Rapid speed for photographing at \_\_\_\_\_ frames per minute
    - b. \_\_\_\_\_ Slow speed for continuous surveillance at \_\_\_\_\_ frames per hour
- C. Coverage (check all applicable categories)
  - a. \_\_\_\_\_ Exits                      Number of devices used \_\_\_\_\_
  - b. \_\_\_\_\_ Teller positions                      Number of devices used \_\_\_\_\_

19. Was the cash contained in the teller drawer(s) within the maximum permitted by the bank's security program?  
a. ☐ Yes.  
b. ☐ No. Why? \_\_\_\_\_
20. Cameras (or other surveillance device)  
a. ☐ Camera(s) recorded useful pictures during this robbery. \_\_\_\_\_  
b. ☐ Camera(s) did not record useful picture during this robbery. Why? \_\_\_\_\_
21. Robbery alarm:  
a. ☐ Alarm was effective during this robbery. How? \_\_\_\_\_  
b. ☐ Alarm was not effective during this robbery. Why? \_\_\_\_\_
22. Robber left note or other item which was retained and preserved for use of enforcement officers.  
a. ☐ Yes. What? \_\_\_\_\_  
b. ☐ No. Explain if necessary \_\_\_\_\_
23. Was conduct and performance of employees in conformance with Regulation P and the bank's security procedure?  
a. ☐ Yes.  
b. ☐ No. Explain \_\_\_\_\_

(IF CRIME OF BURGLARY HAS BEEN PERPETRATED OR ATTEMPTED ANSWER THIS SECTION)

24. How did burglars gain entrance to the premises?  
a. ☐ Break-in. Where and how? \_\_\_\_\_  
b. ☐ Other, specify \_\_\_\_\_
25. Vault:  
a. ☐ No apparent attempt was made to gain access to vault.  
b. ☐ Vault wall, floor or ceiling was penetrated or attempted. How? \_\_\_\_\_  
c. ☐ Vault door was opened or penetrated. How? \_\_\_\_\_  
d. ☐ Other, specify \_\_\_\_\_
26. Were the lights required by Regulation P in good working order and turned on?  
a. ☐ Yes.  
b. ☐ No. Explain \_\_\_\_\_
27. Were safety deposit boxes broken into or opened?  
a. ☐ No.  
b. ☐ Yes. Indicate extent and how \_\_\_\_\_



28. Money safe:
- a. ☐ No apparent attempt made to gain access to contents.
  - b. ☐ A penetration or an attempted penetration of safe was made.  
How? \_\_\_\_\_
  - c. ☐ Safe door opened or an attempt made to open. How? \_\_\_\_\_
  - d. ☐ Other, specify \_\_\_\_\_
29. Night depository:
- a. ☐ No attempt was made to gain access to contents.
  - b. ☐ Contents taken or attempted by "Fishing" or "Trapping" methods.  
How, if known? \_\_\_\_\_
  - c. ☐ Night depository penetrated or access door opened. Explain \_\_\_\_\_
  - d. ☐ Other, specify \_\_\_\_\_
30. Burglary alarms:
- a. ☐ Alarms were of value in connection with this crime. How? \_\_\_\_\_
  - b. ☐ Alarms were not of value in connection with this crime.  
Why? \_\_\_\_\_
31. \_\_\_\_\_ Estimated length of time during which burglary was being committed.

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(IF CRIME OF NON-EMPLOYEE LARCENY HAS BEEN PERPETRATED OR ATTEMPTED ANSWER THIS SECTION)

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32. Modus Operandi of larceny:
- a. ☐ Money or valuables left exposed where thief had access.  
Explain \_\_\_\_\_
  - b. ☐ Theft by trick or pretext. Explain \_\_\_\_\_
  - c. ☐ Other, specify \_\_\_\_\_

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(ALL BANKS ANSWER THIS SECTION)

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33. \_\_\_\_\_ Length of time after beginning of crime when call for help was transmitted to appropriate law enforcement agency.
34. \_\_\_\_\_ Length of time after beginning of crime before first law enforcement personnel arrived at the bank office.

35. Did law enforcement personnel arrive at bank office before violators had departed?  
a. ☐ Yes.  
b. ☐ No.
36. Arrests of violators:  
a. ☐ None have been arrested as of the date of this report.  
b. ☐ Some or all arrested before they escaped from the bank office.  
c. ☐ Some or all arrested subsequent to leaving the bank office.
37. Would improvements in protection facilities or employee performance be helpful in preventing or handling any future similar occurrences?  
a. ☐ No.  
b. ☐ Yes. Indicate what and any plans the bank has to take corrective action \_\_\_\_\_
38. Set forth below any information about the crime or the protection measures that is not adequately covered previously: (Use additional pages and/or furnish photographs or sketches if necessary to completely describe the crime being reported.)

Signature \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_