**IX. PHYSICAL SECURITY**

Each campus should establish procedures to ensure physical security of cash and cash equivalent at all times:

**Policy IX.1**: Excess cash must be removed from the cash register drawer during the business day and transferred to a secure cash handling area/vault. (Additionally see Policy IX.6 below).

- Same as [BUS 49](#)

**Policy IX.2**: At the close of business, all cash and cash equivalent must be secured as per Policy IX.7 below.

- Same as [BUS 49](#)

**Policy IX.3**: Deposits must be adequately protected from loss while in transit. When necessary, armored car service (arranged through the Banking Services Group) or police protection (arranged through Campus Police) should be used.

- Same as [BUS 49](#)
  
- Additionally, see related Policy IX.16 and Policy IX.17 below.

- Armored car services are coordinated for the campus by SBS-Main Cashiers Office. For more information, rates, or to request service send email to: cashandmerchant@ucr.edu

**Policy IX.4**: Cash and cash equivalents must be locked in a secure receptacle or safe at all times except when signed out by a cashier for working cash.

- Same as [BUS 49](#)

**Policy IX.5**: Each Campus shall use lockable receptacles or burglarproof/fire resistant safes to store cash based on the following cash limits:

1. Up to $1,000 in a lockable receptacle
2. From $1,001 to $2,500 in a safe
3. From $2,501 to $25,000 in a steel-door safe, with a door thickness of not less than 1 inch and wall thickness of not less than ½ inch.
4. From $25,001 to $250,000 in a class TL-15 composite safe or better.
5. Over $250,000 in a class TL-30 steel or better safe.

Deviation from these procedures may jeopardize the University’s liability coverage.

**Policy IX.6**: If more than $2,500 in cash and securities is regularly on hand, the cash handling unit shall install a manual robbery alarm system must be installed for use during business hours to alert Campus police (or the local police department for off-site locations) if an irregularity occurs.

- Same as [BUS 49](#)

In an effort to minimize the time and effort of campus departments in meeting safe requirements, the Campus Cash Handling Coordinator has preapproved several safes. Details of [pre-approved safes](#) that meet [BUS 49](#) requirements are included in the Appendix.

**Additional Information**: Safes are Underwriters Laboratories (U.L.) approved. See [Appendix](#) for additional information.

- Safes can be bolted to the floor or locked inside some large piece of furniture that cannot be easily removed.
- All safes must have manual (not requiring battery power) dual locks. A key and combination mix is preferred.
- There should be a secure slot to facilitate a ‘drop’ of funds without requiring the safe to be opened.
- Fire resistant is required.
- Two door safes (at a minimum) are recommended to prevent co-mingling ‘drops’ with other secured items.
- Safes must be located inside a secured area with key access limited to those with a business need.
| Policy IX.7: If more than $25,000 in cash and securities is stored, the cash handling unit must install an automated alarm system to alert Campus police (or the local police department for off-site locations) if the storage area is entered after business hours. | Same as [BUS 49](#) |
| Policy IX.8: The combination of a safe must be given only to supervisory and authorized personnel who must then commit the combination to memory. A record of the combination, sealed and opened only under double-custody to prevent undetected access, must be maintained away from the safe area. | Same as [BUS 49](#) |
| Policy IX.9: A safe must be opened in such a way that other persons do not view the combination. | Same as [BUS 49](#) |
| Policy IX.10: To the maximum extent practical, a safe must be locked between uses during business hours. | Same as [BUS 49](#) |
| Policy IX.11: A safe's combination must be changed whenever a person who knows the combination leaves the employ of a cash handling unit. In addition, the combination must be changed at least once a year. Documentation must be maintained showing the date and the reason for the combination changes. | Same as [BUS 49](#) |
| Policy IX.12: Each cashier must be provided with a separate lockable compartment in the safe to which only that cashier has access. Duplicate keys must be safely stored away from the safe and be retrieved only under dual control. | Same as [BUS 49](#) |
| Policy IX.13: Funds or property not related to the operation of the University must not be stored in the safe/vault. | Same as [BUS 49](#) |
Physical Security of Cash and Cash Equivalents

**Policy IX.14:** The Campus Cash Handling Coordinator, together with the Campus Risk Management and Police Departments, must review the physical setup of all cashiering stations to ensure that appropriate physical security is provided. As a general guideline, if a station collects more than $7,500 on a daily basis, the work area should be protected by doors and windows. All Main Cashiering Stations should record the handling and processing of cash and cash equivalents using surveillance cameras that capture actions in all areas of the Cashiering Station.

Additionally, though UCR refers to all other cash handling sites as "Sub-cashiering Stations" except for the SBS/Main Cashiers, all appropriate BUS-49 requirements apply as if it was a "Main Cashiering Station".

For existing sub-cashiering stations; any physical or security changes or new venues must be reviewed by Campus Cash Handling Coordinator. It is the role of the Campus Cash Handling Coordinator to review and consult with Campus Risk Management and Police as needed. To schedule a review please email cashandmerchant@ucr.edu.

UCR only requires surveillance cameras in Sub-cashiering Stations that process high volumes of cash, with retention of surveillance footage at a minimum of 90 days, but recommends 120 days.

To establish a sub-cashiering operation, submit a memo of request, approved by the appropriate Vice Chancellor or Dean, via email to: cashandmerchant@ucr.edu. The request must outline the following:

- a. what items/services will generate cash collections;
- b. reason(s) for the sub-cashiering operation;
- c. expected amount of collections;
- d. amount of change fund desired;
- e. name of the proposed departmental change fund custodian;
- f. method of recording cash collections--use of a cash register or handwritten receipts;
- g. physical security measures;
- h. separation of duties;
- i. management control of cashiering function.

**Policy IX.15:** Campuses will develop and deliver Cash handling training, including what to do in the event of a Campus emergency, to all Cash handling employees:
- When a new employee commences work in a Cash handling job
- At least once per year for all Cash handling employees to refresh knowledge concerning policies, procedures and techniques and to provide updated information on internal and external policies

All Cash handling employees must complete training via the UC Learning Center (LMS). Enter “Cash” as a key word in the search field. The tutorial is titled, “Cash Handling: The Basics.” Training must be completed at the specified times:
- When a new employee commences work in a Cash handling job

At least once per year for all Cash handling employees to refresh knowledge concerning policies, procedures and techniques and to provide updated information on internal and external policies

**Policy IX.16:** Transporting deposits between cashiering sites or to the bank will be done in a secure manner in order to protect the financial assets and individuals involved in transport.

Same as BUS 49

Additionally, refer to Policy IX.17 below.

Same as BUS 49
Policy IX.17: Sub-Cashiering Stations and Cash Handing Departments will transport Cash and Cash Equivalents to a Main Cashiering Station using the following methods:

- By secure, Armored Car Service
- By employees, in dual custody, transporting (walking or driving) the deposit to the Main Cashiering Station. If the deposit is in excess of $2,500, employees should be escorted by a Campus Security or Police Officer
- For endorsed Checks and Cash Equivalents only, deposits may be put into the Campus Inter-office mail and sent to the Main Cashiering Station. The Depositing location should make copies of all Checks and Cash Equivalents put into the Interoffice Mail in case the deposit is lost and needs to be reconstructed.

Same as BUS 49

Armored car services are coordinated for the campus by SBS-Main Cashiers Office. For more information, rates, or to request service send email to cashandmerchant@ucr.edu

Checks sent to the Main Cashiers office via Campus mail should be scanned and temporarily stored on a secure site with limited accessibility, or, in place of a secure site, bank and account information should be redacted. Departments should routinely and timely purge images following Cash Collection, Reporting & Reconciliation System (CCRS) verification by the Main Cashiers office.
## Physical Security of Cash and Cash Equivalents

### APPENDIX

**Campus Cash Handling Coordinator Approved Safes**

<table>
<thead>
<tr>
<th>Pre-approved Safes</th>
<th>Price Range</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-rated for up to $25K</td>
<td>$900 - $1,900 depending on size</td>
<td>C-Rated Burglar Fire Safe – Specs ASV (1-Pg. PDF)</td>
</tr>
<tr>
<td>TL-15 for $25K-$250K</td>
<td>$1,770 - $9,000 depending on size</td>
<td>Allied Steel Guard – TL-15 – Dye Safe (2-Pp. PDF)</td>
</tr>
<tr>
<td>TL-30 for over $250K</td>
<td>$1,990 - $11,000 depending on size</td>
<td>Allied Steel Guard – TL-30 – Dye Safe (2-Pp. PDF)</td>
</tr>
<tr>
<td>TL-30 drop safe</td>
<td>$3,500 - &gt;$10,000 depending on size</td>
<td>ACF TL-30 Fire Rated Depository Safe</td>
</tr>
<tr>
<td><strong>(All drop safes are TL-30)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Teller Lockers/Separate Lockable Compartments inside any of the preapproved safes listed can be quoted. This would be considered a “custom quote.”

**Vendor Information:**
Allied Safe and Vault Co. Inc.
DBA, Allied Fire & Security
UCR Vendor #0000061794

**Contacts:**
Dye Hawley (Safe Manager) or Dominic Schwebs (Security & Safe Consultant)
Allied Safe and Vault Co.
W. 425 2nd Ave.
Spokane, WA 99201

**Toll Free:** 877-403-7622
**Direct Phone:** 509-321-8750
**Fax Number:** 509-624-6909
**Cell Phone:** 509-220-8754

**Websites:** [www.alliedfireandsecurity.com](http://www.alliedfireandsecurity.com) or [www.alliedsafe.com](http://www.alliedsafe.com)

Dye Hawley’s Email: dhawley@allied-security.com
Underwriters Laboratories (UL)

UL is a global independent safety science company with more than a century of expertise innovating safety solutions from the public adoption of electricity to new breakthroughs in sustainability, renewable energy and nanotechnology. Dedicated to promoting safe living and working environments, UL helps safeguard people, products and places in important ways, facilitating trade and providing peace of mind.

UL certifies, validates, tests, inspects, audits, and advises and educates.

MARKS FOR UL’S SECURITY CERTIFICATION SERVICE

These marks appear on products certified to national security products standards. Typical products carrying UL’s security certification marks include intrusion detectors, burglar alarms, access controls, anti-theft alarms, surveillance systems, safes and vaults.

There are two mark options for UL’s security certification service as noted below.

<table>
<thead>
<tr>
<th>MARKS FOR UL'S SECURITY CERTIFICATION SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="UL Security Marks" /></td>
</tr>
</tbody>
</table>

UL’s Security Marks appear as above.

The UL Enhanced and Smart Marks for security certification appear as above.

An optional QR code may also appear in these marks.
This all in one Burglary and Fire Resistant Safe is ideal for either home or business use. It uses the latest technology in high-density composite concrete material to protect the contents of the safe from forced entry and fire. In other words this safe offers peace of mind on two fronts.

This highly desirable and popular Burglar & Fire Safe comes in five sizes.

Dual locking devices are standard. You can get the standard combination lock plus a key lock or an optional electronic lock with a key lock. This feature is ideal for dual custody.

Besides withstanding the most concentrated attacks by sophisticated burglars, these safes offer a one hour fire rating at 1500 degrees factory fire test certification, ensuring the protection of the vault’s contents against intense fires.

Features:
- Massive 2” thick steel door, and 2” steel body
- Active 1¼” chrome-plated locking bolts
- Tempered glass relocker
- Chrome plated die-cast handle
- Adjustable shelves
- Stainless facia plates
- Four-point anchoring system

<table>
<thead>
<tr>
<th>Specifications</th>
<th>Interior (HWD)</th>
<th>Exterior (HWD)</th>
<th>Weight (lbs)</th>
<th>Cu.Ft</th>
<th>Shelves</th>
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<td>49 x 21 x 23.5</td>
<td>1084</td>
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</tbody>
</table>
CUSTOMIZE YOUR PEACE OF MIND

STEEL GUARD

U.L. LISTED TL-15 SAFES

TL-15 rated safes work well for individuals and businesses in need of solid protection for cash, documents and other valuables. They come in a wide variety of sizes and internal configurations making them easily customizable to suit your specific needs. Allied’s safe professionals can assist you in determining your needs and the level of protection you require. To obtain more information about our TL-15 burglary/fire resistant products call us today.

<table>
<thead>
<tr>
<th>Model No.</th>
<th>Outside Dimensions</th>
<th>Inside Dimensions</th>
<th>Weight lbs.</th>
<th>Shelves</th>
<th>Capacity (cu ft)</th>
<th>Color</th>
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<tr>
<td>SG-4</td>
<td>51 x 30 x 28</td>
<td>45 x 24 x 20</td>
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<td>12.50</td>
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<td>SG-5</td>
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<td>SG-6</td>
<td>71 x 34 x 28</td>
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<td>SG-7</td>
<td>78 x 42 x 31</td>
<td>72 x 36 x 23</td>
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<td>SG-8</td>
<td>90 x 46 x 34</td>
<td>84 x 40 x 26</td>
<td>5750</td>
<td>5</td>
<td>50.56</td>
<td>Slate Blue</td>
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</tbody>
</table>

Contact us today!

1-877-403-7622 • www.AlliedSafe.com
COMPOSITE PROTECTION
The Allied Steel Guard TL-15 safe has a high-density composite defense and fire resistant barrier with a proprietary anti-penetration interior steel profile.

DOOR
Overall door thickness of 5-1/4” and constructed with a 2-1/2” defense barrier of outer and inner steel plates creating a single structure enclosing a unique, high density burglary and fire composite material.

- The Allied Steel Guard TL-15 safe body has a total protective barrier thickness of 3-1/4” enclosed in a high density burglary and fire resistant composite material with a proprietary anti penetration interior steel profile.
- A reinforced drill resistant door frame protects the door and each individual bolt chamber from server side attacks.
- High strength adjustable shelves.

The Allied Steel Guard TL-15 has an intumescent gasket that expands and seals the door to the body in case of a fire. The Steel Guard has a two hour, 350°F factory fire rating. Tested at temperatures up to 1850°F.

BOLT WORK
- 1-1/2” thick solid steel chrome plated locking bolts.
- U.L. listed Group 2M key-changeable combination lock with relock and 1 million possible combinations.
- Additional spring loaded relocking device activated by a punching attack.
- Locks and relocker protected by a large proprietary drill shattering hard plate.
- Bolt-detent system automatically extends the bolts when door is closed

HINGES
- Fabricated from high strength steel with precision machined alloy dowel pins.
- Oil impregnated bronze bearing assures easy opening doors and reduced maintenance.
- Vertical height adjustments

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<table>
<thead>
<tr>
<th>DOOR SWING PROJECTIONS</th>
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<table>
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<tr>
<th>DOOR SWING DIMENSIONS</th>
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<tbody>
<tr>
<td>Model No.</td>
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</tr>
<tr>
<td>SG-1</td>
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<th>Shelves</th>
<th>Capacity (cu ft)</th>
<th>Color</th>
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<td>SG-6</td>
<td>71 x 34 x 28</td>
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<td>SG-7</td>
<td>78 x 42 x 31</td>
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<td>34.50</td>
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<td>SG-8</td>
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BOLT WORK
- 1-1/2" thick solid steel chrome plated locking bolts.
- U.L. listed Group 2M key-changeable combination lock with relock and 1 million possible combinations.
- All SG-3 and larger models come standard with 2 U.L. listed Group 2M combination locks.
- Additional spring loaded relocking device activated by a punching attack.
- Locks and relocker protected by a large proprietary drill shattering hard plate.
- Bolt-detent system automatically extends the bolts when door is closed

HINGES
- Fabricated from high strength steel with precision machined alloy dowel pins.
- Oil impregnated bronze bearing assures easy opening doors and reduced maintenance.
- Vertical height adjustments

COMPOSITE PROTECTION
The Allied Steel Guard TL-30 safe has a high-density composite defense and fire resistant barrier with a proprietary anti-penetration interior steel profile.

DOOR
Overall door thickness of 5-5/8” and constructed with a 2-7/8” defense barrier of outer and inner steel plates creating a single structure enclosing a unique, high density burglary and fire resistant composite material.

BODY
• The Allied Steel Guard TL-30 safe body has a total protective barrier thickness of 3-1/4” enclosed in a high density burglary and fire resistant composite material with a proprietary anti penetration interior steel profile.
• A reinforced drill resistant door frame protects the door and each individual bolt chamber from server side attacks.
• High strength adjustable shelves.

FIRE PROTECTION
The Allied Steel Guard TL-30 has an intumescent gasket that expands and seals the door to the body in case of a fire. The Steel Guard has a two hour, 350°F factory fire rating. Tested at temperatures up to 1850°F.

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